

Heathrow Multi Faith Chaplaincy (HMFC) Trustees Role Description

Introduction

Heathrow airport is a fascinating place, with millions of passengers flying in and out each year, together with thousands of staff colleagues working directly for Heathrow Airport Ltd and in the many associated businesses at the airport. Chaplaincy has been provided at the airport since its inception and has grown and developed to meet the current context and needs of a multi faith society. With representatives of the six major faith groups of the UK (Buddhism, Christianity, Hinduism, Islam, Judaism, and Sikhism) on the Board and amongst the Chaplaincy Team, being a Trustee of this Charity is an exciting opportunity to work together with people of other faiths for the common good.

The Charity

HMFC is a Charitable Incorporated Organisation (CIO)

The Object of the HMFC CIO as stated in its Constitution is to advance religion for the public benefit by assisting in the provision of Multi Faith Chaplaincy facilities at London Heathrow Airport to provide appropriate worship and pastoral care for those of all faiths and none and lending emotional, spiritual and practical support to those in need.

HMFC currently describes its aim as being 'Here to support everyone's life journeys'.

Eligibility

1. General:

Eligibility to serve as a Trustees is governed by the Charity's Constitution and the requirements of the Charity Commission.

2. Faith Representation:

Each of the elected charity trustees must be a representative of a faith group of good standing that is associated with a Trustee Faith Group recognised by HMFC Constitution, (namely Buddhism, Christianity, Hinduism, Islam, Judaism, and Sikhism).

NB This clause does not apply to ex-officio and nominated Trustees.

3. Disqualification:

You must not act as a trustee if you are disqualified under the Charities Act, unless your disqualification has been waived by the Charity Commission. Reasons for disqualification include if you:

- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors

- have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement
- are on the sex offenders' register

Further information about the appointment, period of service etc of Trustees can be found in the HMFC Constitution.

The Role of Trustees

1. Be committed to the provision of Multi Faith Chaplaincy at Heathrow airport

- share a vision for Multi Faith Chaplaincy at Heathrow airport in line with HMFC's purpose.
- Be interested in and supportive of the HMFC Team
- Be able to make occasional visits to Heathrow as facilitated by the HMFC team to better understand the context and practice of chaplaincy

2. Ensure HMFC is carrying out its purposes for the public benefit

- Understand the purpose set out in the HMFC Constitution
- Help develop the strategy of HMFC to achieve its purpose and no other purpose
- Be able to explain how the activities further or support its purposes
- Understand how the carrying out of the purposes benefits the public good

3. Ensure HMFC is compliant

- Be familiar with the HMFC Constitution and ensure that it complies with it.
- Be familiar with charity law and other such law as applies to HMFC as a CIO.

4. Act in the best interests of the HMFC at all times

- With co-trustees decide what will best enable HMFC to carry out its purposes.
- With co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term.
- Declare any potential conflicts of interest on any matter and avoid putting yourself in a position where your duty to HMFC and its best interests conflicts with personal interests or loyalty to any other person or body.
- Not receive any benefit from the charity unless it's properly authorised and is clearly in the best interests of HMFC; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner.

5. Manage the resources of HMFC responsibly

- Act responsibly, reasonably and honestly – this is sometimes called the duty of prudence.
- Make sure the HMFC's assets are only used to support or carry out its purposes.
- Not take inappropriate risks with HMFC's assets or reputation.
- Not over-commit HMFC
- Ensure there are appropriate financial policies, safeguards and checks in place.
- Comply with any restrictions on spending funds

6. Act with reasonable care and skill

- Make use of your skills and experience and those of your co-trustees and take advice when necessary.

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- Contribute to occasional skills audits of the Board
- Give enough time, thought and energy to the role of Trustee, for example by preparing for, attending and actively participating in Trustee meetings.
- Not be absent without the permission of the HMFC trustees from all their meetings held within a period of six months. In cases where such absence occurs the Constitution allows that the trustees can resolve that his or her office be vacated.

7. Ensure HMFC is accountable

- Ensure HMFC complies with statutory accounting and reporting requirements
- With your co-trustees be able to demonstrate that HMFC is complying with the law, well run and effective
- Ensure effective accountability to Heathrow Airport Ltd.
- Ensure accountability within HMFC, particularly where responsibility for tasks or decisions is delegated to staff, or other HMFC team members.

Further information in relation to number 2-7 above can be found on the Charity Commissions website:
[The essential trustee: what you need to know, what you need to do - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-essential-trustee-what-you-need-to-know-what-you-need-to-do)