Trustee Role Description

About the organisation

MPJ is a charitable company limited by guarantee. As such Trustees are also Directors of the company and are legally responsible to the Charity Commission and to Companies House.

The objects of the Movement for Progressive Judaism are:
To promote, advance and foster Judaism and to promote any charitable purpose to further the welfare of the Jewish people in the UK, in Israel or elsewhere in the world.

The four missions of MPJ are:

1) To strengthen, support and connect communities
2) To promote, amplify and embolden our values and forms of Jewish life
3) To inspire, connect and nurture the next generations of Progressive Jews
4) To foster inclusion, provide resources, and pave the way for those seeking to join us

Criteria for becoming a Trustee for the Movement for Progressive Judaism

The nominee must:

- be a member in good standing of a current synagogue that is a member of The Movement for Progressive Judaism
- have current or past experience at a leadership level within an MPJ community, at a national level in MPJ, LJ, MRJ, LJY-Netzer or RSY-Netzer, or equivalent experience
- must not be a currently-serving Chair or Treasurer of their community

Purpose of the Role

General responsibilities of all Trustees

Being a Trustee for The Movement for Progressive Judaism (MPJ) is an exciting and fulfilling role. The role of all trustees is to ensure that MPJ fulfils its duty to its members and delivers on its vision, mission and values.

The Board of Trustees is jointly and individually responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

The statutory duties of all Trustees include:

1. Ensuring that the organisation complies with its governing document (pursuing the objects as defined in it), charity law, company law and any other relevant legislation or regulations.
2. Maintaining financial control and ensuring that the organisation does not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
3. Contributing actively to the Board of Trustees in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
4. Ensuring financial stability of the organisation, protecting and managing any charity property and ensuring the proper investment of the charity's funds.
5. Drawing up and monitoring the implementation of internal policies which must include equality and diversity, safeguarding, as well as health and safety policies and key human resources policies, including grievance and disciplinary policies.
6. Safeguarding the good name and values of the organisation and help maintain effective board performance.
7. Jointly with other Trustees, holding the charity "in trust" for current and future beneficiaries
8. To identify, disclose and manage any conflicts of interest and/or loyalty

We also expect all Trustees to be ambassadors for MPJ, engaging with the member communities and other external stakeholders to raise the standing, profile and increase the capacity of MPJ to fulfil its four missions. This includes being part of the overall fundraising efforts of the organisation, ensuring it can be not only sustainable but also can maximise its impact.

Finally, it is expected that all Trustees will build strong, boundaried and respectful relationships with the professional staff of MPJ.

Specific responsibilities for Treasurer and Safeguarding Trustee

Treasurer

The Treasurer will take the lead at Board level on:

- Making sure the charity keeps proper accounts
- Reviewing the charity's financial performance
- Drawing up or reviewing policies for finance and investment
- Ensuring that the charity has robust and effective financial controls in place
- Develop reserves policy and safeguard the organisation's finances
- Liaising with finance staff and with the charity's independent examiner or auditor
- Reporting on financial matters to the members in an appropriate way

The Treasurer is chair of the Finance Committee, which has delegated authority from the Board.

Safeguarding Trustee
The Board is collectively responsible for safeguarding in the organisation, as it is for everything carried out in the name of MPJ.
The lead trustee for Safeguarding ensures that the Board has appropriate information of safeguarding policies and practices, and supports the professional team and DSL.
Any person coming into contact with MPJ or its members is entitled to feel safe at all times.
Please read https://www.ncvo.org.uk/help-and-guidance/safeguarding/certain-roles/trustees/lead-responsibilities/#what-is-a-lead-trustee-for-safeguarding for more information.

It is expected that the Safeguarding Trustee will already have a good understanding in this area and be prepared to learn more where appropriate and available

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

Time commitment

There will be approximately six formal Board meetings per year, and more if needed.
Board members are also expected to attend the quarterly Forum of Members.

In addition, it is expected that Trustees will commit a reasonable amount of time to be fully prepared for meetings and to discharging their other duties (for example, visiting communities, engaging with stakeholders, meeting with staff).
The Board will also form sub-committees or other groups. There will also be training that will be required.
Whilst it is hard to put a specific number on the expected time commitment, at this stage we would estimate that it will require approximately six hours a week, though this will vary over the course of a year.
It is anticipated that meetings will be online or hybrid, allowing all Trustees to attend, wherever they are situated.

Remuneration

Trustees will be unpaid, though reasonable expenses will be eligible for reimbursement.

Person Specification

Essential Skills and Experience

1. Commitment to Progressive Jewish Values
    - A strong personal alignment with the principles of Progressive Judaism
    - Understanding of the current landscape of Jewish life in the UK, especially Progressive Jewish communities
2. Governance and Strategic Leadership
    - Understanding of Trustee responsibilities, including compliance, financial oversight, collective responsibility and accountability.
3. Collaborative and Independent Thinking
    - Ability to contribute constructively to group decisions and challenge respectfully.
    - Capacity to bring independent judgment and strategic insight to collective discussions.
4. Commitment to Equity, Diversity, and Inclusion
    - Demonstrated commitment to creating inclusive and representative Jewish spaces, with awareness of systemic barriers faced by underrepresented groups.
5. Availability and Engagement
    - Willingness to devote the necessary time, energy, and attention to the role (including preparation for and participation in meetings, subcommittees, and events).

Desirable Skills and Experience

1. Professional or Sector Expertise in One or More Areas
    - Charity governance, compliance or law
    - Finance, accounting, or investment management
    - Fundraising and development
    - Human resources and organisational development
    - Public affairs, advocacy, or government relations
    - Media, communications, or digital strategy
    - Interfaith or social justice work
2. Change Management and Movement-Building
    - Experience in founding, merging, or transforming organisations or networks.
    - Understanding of movement-building, grassroots organising, or capacity-building for federated bodies.

Essential Character and Values

- Integrity and Accountability – Acts in the best interest of the movement, avoids conflicts of interest, and maintains confidentiality and trust.
- Open-Mindedness – Willing to listen, learn, and evolve views in light of new information and respectful dialogue.
- Visionary with Pragmatism – Embraces long-term vision while understanding the need for practical steps and achievable goals.
- Team Player with Leadership Capacity – Works collaboratively with fellow trustees and staff while providing strong leadership when needed.
- Respect for Diversity of Thought and Practice – Comfortable engaging across a wide spectrum of Progressive Jewish expressions and perspectives.

Additionally, **all Trustees will be expected to adhere to the Nolan Principles:**

THE SEVEN NOLAN PRINCIPLES OF PUBLIC LIFE SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP Holders of public office should promote and support these principles by leadership and example.