

MKSI MANAGEMENT COMMITTEE

HUSAINI ISLAMIC CENTRE PETERBOROUGH

Management Committee Roles & Responsibilities

A management committee is a group of people who take on the responsibility of managing the Husaini Islamic Centre

All committee members have certain responsibilities in common.

Committee members should meet regularly to make decisions about the direction of the centre.

The management committee is responsible for making sure that the centre sticks to its aims and objectives as detailed in the Constitution.

Being on a committee involves:

- Having a shared sense of purpose (following aims & objectives)
- Providing direction and leadership (Lead your sub-committee)
- Taking collective responsibility
- Dealing with compliance issues (e.g. Registered Charities must follow Charity Law requirements)

All committees need people with a mixture of skills to be able to meet their responsibilities. Many people choose to get involved because they want to give something back to the Centre or support a good cause as well as recognising that committee work can bring benefits to the individual.

A committee relies on the following to work well:

- Members who understand their responsibilities and roles
- Having the right mixture of skills, abilities and experience around the table
- Commitment to the role and the aims and objectives of the Centre
- Having a sense of purpose which translates into leadership
- An understanding of the boundaries between overall direction and day-to-day management. This is very important for running a sub-committee.

Committees sometimes forget to take a step back every now and again and check whether or not they are meeting the requirements listed above.

A successful committee member always:

- Commits to preparing for and attending meetings
- Has a good understanding of the Management of the Centre, what it does and how it does it

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- Is not afraid to ask questions
- Agrees to stick to the majority decision
- Supports fellow committee members
- Acts as an advocate for the Centre

Most of the things covered in the above list may seem very obvious, but many members find that if they honestly assess themselves against this list then there are usually some areas for improvement. For example, if you are a committee member, have a look at the statements below. Which one is closest to where you are?

- I always arrive on time for meetings, having read all the papers and considered any questions I want to raise. I also make sure that any action points assigned to me at the last meeting have been progressed
- I usually rush in for the meeting just as it's about to start. I print off the papers but don't always have time to read them beforehand. I'm involved in a few committees or I have lots of work/family commitments and it can be difficult to keep up with the committee work

Most committee members are likely to fall somewhere in between these two categories. This is another good reason for committees take part in a review session. By doing this, you can identify any problem areas before they grow. Committee members sometimes need some support to help them stay involved.