

I hereby accept the position as Vice- chairperson of the Oldtown Foundation and agree to perform the following duties as required by the organisation when the chairperson is not present:

1. To act as a leading representative of The Oldtown Foundation, safe guarding and ensuring that the aims and objectives are adhered by the nominated trustees.
2. To chair and direct the management and general meetings, ensuring that the management receive accurate, timely and clear information.
3. To keep track of all the contributions of trustees and management committee, ensuring that they are all involved in discussion and decision making of the organisation.
4. To make sure that at the end of the meeting a transparent decision is being agreed or voted with quorum.
5. To make a regular review of trustees' performance without being bias
6. To ensure appropriate and effective communication with trustees.
7. To ensure that tasks are completed in time.
8. To involve in any present and future planning of the organisation.
9. To be involved in signing major documents of the organisation.
10. To promote good governance among the trustees
11. To provide supervision and support to the management committee
12. To act as a figurehead or spokesperson where required.
13. To ensure that policies and procedures are in place for effective management of the organisation.
14. To ensure that all the trustees understand their role and have necessary skills to carry out their work.
15. To ensure that new trustees are given induction training before securing their position.
16. To agree with the committee of any agenda put in place for the meeting.
17. To agree with the trustees on the budget, approval of annual report and financial statements or preparation of AGM so that they can be scheduled appropriately. It should appear in the organisation plan.
18. To work closely with the secretary and read over the draft minutes prepared after each meeting before they are circulated to the board.

19. To encourage dialogue and participation from trustees.

Full Name...Abutalib Abubakar

Signature... *Abutalib*

Date:..... 08/07/20