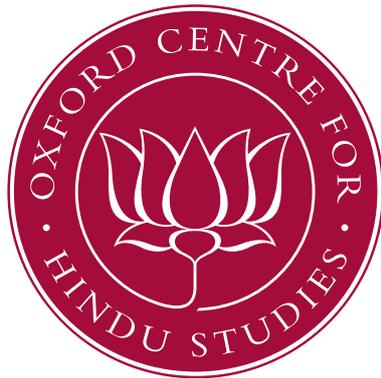


# Oxford Centre for Hindu Studies

## Board of Governors Handbook

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A RECOGNISED INDEPENDENT CENTRE OF THE UNIVERSITY OF OXFORD

Version 1.2, May 2009  
The Oxford Centre for Hindu Studies  
13 Magdalen Street  
Oxford, OX1 3AE

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## **Introduction to the OCHS**

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The Oxford Centre for Hindu Studies is a Recognised Independent Centre of the University of Oxford.

It is a charitable Trust, established 1 February 1999, and a registered charity (registration number 1074458). The members of the Board of Governors are its trustees.

Currently, these are:

Mr Shaunaka Rishi Das

Lord Dholakia, OBE, DL

Dr S. Bhattacharya-Ford

Prof. Richard Gombrich

Prof. Jeremy Johns

Peggy Morgan

Dr John Muddiman

Mr Harish I. K. Patel

Mrs Neerja Sethi

Mr Pramod Thakkar

Prof. Keith Ward, FBA

## **Mission and aims**

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The mission of the Oxford Centre for Hindu Studies is to develop and promote academic excellence in Hindu Studies by providing a balanced and structured programme of education, research, and publishing.

### **Academic excellence**

The OCHS aims to meet the highest standards of academic integrity, originality, and excellence. It aims to create an association of reputable scholars of Hindu culture and to develop appropriate research facilities.

### **Build bridges**

The OCHS aims to bridge gaps between cultures by promoting greater knowledge and understanding of Hindu culture and by creating opportunities for interaction and co-operation between scholars and communities.

### **Accessibility**

The OCHS aims to provide access for all to the intellectual and cultural heritage of Hinduism through teaching, publishing, internet resources and downloads, and the media.

### **Preservation**

The OCHS aims to preserve Hindu heritage – its scriptures, arts, literature, and history.

## History

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In September 1995, Prof. Keith Ward, Regius Professor of Divinity, mentioned to Shaunaka Rishi Das how desirable a Hindu or Vaishnava Centre, based on the good example of the Hebrew and Jewish Centre, would be in Oxford. The seed fell on fertile soil. Shaunaka sought initial funding for the idea and Prof. Ward organised a consultation with ten members of Oxford University's Theology Faculty to explore the potential for the formal study of Hinduism in Oxford. Both initiatives met with positive responses.

With the support of Peggy Morgan and Prof. Richard Gombrich as well as the mentorship of Prof. David Patterson, founder of the Oxford Centre for Hebrew and Jewish Studies, the idea of the Centre took hold and led to the first Board of Governors meeting, convened in Peggy Morgan's home, in 1997. In 1999 the Governors established, by trust deed, the Oxford Centre for Vaishnava and Hindu Studies (renamed to the Oxford Centre for Hindu Studies in 2003).

The Centre began its life at 63 Divinity Road, in East Oxford. This property was provided rent free in late 1997 by the Bhaktivedanta Book Trust, Sweden. It now serves as student accommodation for Gaudiya Vaishnava students of the Centre.

The first official teaching was in the 1997–8 academic year when the OCHS offered lectures in Hinduism for Track Three of the Theology Faculty's M.St. in the Study of Religion programme. Since that time, the Centre has also offered lectures in the Theology Faculty's BA programme.

In June 1998, the OCHS acquired a lease on its present premises at Magdalen St, in the city centre.

In June 2006 the OCHS was given Recognised Independent Centre status by Oxford University.

## Key documents

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The OCHS's governing document is the Declaration of Trust.

The official document regulating the relationship between the OCHS and Oxford University is the Recognised Independent Centre Agreement.

It is important that members of the Board of Governors acquaint themselves with these two documents. They are available online at [www.ochs.org.uk/bg/downloads](http://www.ochs.org.uk/bg/downloads), or in paper form from the Director.

A formal Board of Governors Report for the academic year and Audited Accounts for the financial year (1 July–30 June) are prepared annually and are presented to the Board.

At the June Board of Governors Meeting, the following documents are presented for approval:

- a final draft of the Board of Governors report for the academic year;
- a financial statement for the first six months of the current year.

The final versions of these documents are produced in September each year for wider circulation.

Draft audited accounts for the previous financial year are presented when completed.

These documents and others can be found at [www.ochs.org.uk/bg/downloads](http://www.ochs.org.uk/bg/downloads).

## **Bursaries, fellowships, and named lectures**

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### **Pandit Abaji Bursary**

This Bursary of £1008 is sponsored by Raj and Ramila Chauhan of Aartus Printers, Leicester. It is named in honour of their revered mentor, Shri Pandit Abaji.

### **Jiva Goswami Bursary**

The Jiva Goswami Bursary in Vaishnava Studies was established in 2007 by Dr Ravi and Mrs Amrita Gupta to help a student of outstanding academic merit pursue postgraduate study at the Oxford Centre for Hindu Studies. Through this bursary, Dr Gupta wishes to extend to emerging scholars the opportunities he received as a student at the Centre. The bursary is for £1000.

### **The Gupta-dana Bursary**

This £500 bursary is given anonymously by a family dedicated to supporting education.

### **Asvattha Narayan Bursaries**

These two bursaries, of £500 each are offered by the Asvattha Narayan Foundation. Applications are invited from students in Indology.

### **Patel Book Grant**

This small grant of £50 will be offered to a deserving student at the discretion of our Academic Director, at the final Student Lunch of Michaelmas term each year.

## **Fellowships**

### **Shivdasani Visiting Fellowship**

The Shivdasani Visiting Fellowship is offered to support study in any area of the arts, humanities, or social sciences relevant to the study of Hinduism.

The Fellowship is intended to provide opportunities for scholars who have shown outstanding achievement in their chosen field of study and who would benefit from a period of independent study at Oxford.

The successful candidate is expected to participate fully in the Centre's academic and social activities. The scholar receiving this fellowship is expected to be in residence for a full term.

## **Named lectures**

We currently host three named lectures.

### **The Majewski Lecture**

Aleksander Majewski (1955–2003), a Polish businessman and practicing Vaishnava, substantially supported the Centre at a critical phase of its early development. In recognition of this service to the Centre, the Majewski Lecture and Dinner is held every term.

### **The Distinguished Ford Lecture**

This annual lecture and dinner is in honour of Alfred Brush Ford, great-grandson of

Henry Ford, and his family. Mr Ford has been a generous benefactor and friend of the OCHS since its inception in 1997.

#### **The Wahlstrom Lecture**

This annual lecture is sponsored by Todd and Amanda Wahlstrom. Mr Wahlstrom is a long-time supporter of the Centre and is a member of our Benefactors Council. Amanda is an alumnus of the Centre.

## **Boards, councils, and committees**

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### **Board of Governors**

This is the ultimate policy and decision making body of the OCHS. It is made up of Trustees of the charity. The Board focuses on ensuring that the OCHS is maintaining its academic integrity, complying with its legal obligations, and achieving its goals. The Board receives reports and proposals for consideration.

### **Patrons Council**

The Patrons Council is made up of distinguished members of society who lend their name and reputation to the Centre.

### **Academic Council**

The Academic Council reviews annual reports on the academic progress and plans of the Centre, and gives feedback and advice. It is chaired by the Academic Director and consists of the Academic Administrator (as Secretary of the Council), representatives appointed by the Theology Faculty, Oriental Studies Faculty, South Asian Studies Sub-Faculty, and the Academic Planning Committee. It reports to the Board of Governors and Fellows.

### **Academic Planning Committee**

The Academic Planning Committee is responsible for the day to day academic running of OCHS. It makes short- and long-term planning decisions, but is answerable to the Board of Governors and reports to the Academic Council. It meets on a regular basis during term time.

This committee comprises the Director, the Academic Director, the Academic Administrator, the OCHS Librarian, and fellows of the Centre.

Its remit is,

- to discuss the academic direction of OCHS and any concrete planning proposals,
- to approve plans for the following term and future years,
- to decide on the Shivdasani Fellowship applications,
- to decide on invitations for lectures offered by OCHS,
- to decide outcomes for applications for OCHS scholarships.

### **Academic Advisory Council**

The Academic Advisory Committee is comprised of academics with international reputations. It may be called upon to advise the Academic Planning Committee upon academic matters, including plans produced and/or approved by the Academic Planning Committee.

### **Academic Appointments Committee**

The Board of Governors calls this special Committee to order to select a suitable Academic Director for the OCHS. It has official representatives from the Theology and Oriental Studies Faculties and the South Asian Studies sub-faculty. The OCHS Director chairs this Committee or appoints its Chair.

### **Continuing Education Department**

The OCHS Continuing Education Department (CED) was established in an effort to make our broad educational approach available to as wide an audience as possible. It aims to facilitate those who cannot attend courses in Oxford and adults looking for further education in Hindu Studies. This is currently achieved through the CED's Hindu Studies Certificate and Diploma courses, which now take place in three centres around the country. These courses are accredited by University of Wales, Lampeter.

### **Benefactors Council**

The Benefactors Council comprises supporters and friends who have given substantial gifts and services to the Centre. It will meet twice yearly (May and November). The role of the Benefactors Council will be to raise public awareness of the Centre and its programmes. It will organise public lectures and events, co-ordinate volunteers, and provide support for the maintenance and development of the Centre.

### **Friends of the Oxford Centre for Hindu Studies**

The Friends of the Oxford Centre for Hindu Studies Inc (FOCHS) has been established so that residents of the United States can support the OCHS in a tax efficient way. Detailed information is available at [www.ochs.org.uk/friends/giving-from-north-america.html](http://www.ochs.org.uk/friends/giving-from-north-america.html).

### **The OCHS office**

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The Centre's office is at 13–15 Magdalen Street, Oxford, OX1 3AE. The OCHS holds a lease on the premises which is subject to renewal in June 2011.

The OCHS office is normally open for business from 9.30 a.m. to 5.30 p.m.

The OCHS office supports the Board by providing regular updates on activities, regular financial statements, and proposals for future work. The office also arranges and minutes Board and any Subcommittee meetings. Its insurance policy covers employers' liability, the library, computers, and general office contents.

## **Roles and responsibilities of OCHS officers**

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### **The Director**

The Director must possess the vision and ability to encourage the Centre's continued growth and development. He or she has overall responsibility for its fundraising, administration, and communication. Leadership and management skills and the ability to communicate at all levels are essential. Experience in the field of Hindu Studies is desirable, although scholars from other disciplines and distinguished persons of wider experience may also be chosen by the board.

### **Academic Director**

The OCHS Academic Director is a senior scholar and expert in some aspect(s) of the Hindu religious traditions. He/she is responsible for the existing academic programmes of the Centre and for developing new programmes. The Academic Director is the Centre's contact person and link with the University's Theology Faculty, Oriental Institute, other faculties, and other scholars of South Asian studies at Oxford. He/she will normally lecture on Hinduism and other subjects as a member of the Theology Faculty, and offer tutorials for undergraduate and graduate students there, but may also offer lectures and tutorials to the Oriental Studies Faculty and others.

### **Bursar**

The Bursar is a senior professional administrator overseeing and co-ordinating all aspects of administration including finance, personnel management, estate management, marketing, and fundraising. The Bursar will work directly with the Director. This post is currently vacant.

### **Office Secretary**

The Office Secretary is often the first point of contact with the public and should ensure these contacts are professional, polite, and friendly. He or she is responsible for the smooth daily running of the office, ensuring that the reception desk is staffed and phones answered promptly during business hours. The secretary's duties include word-processing, filing, and maintaining the office calendar and the Director's calendar. He or she will work closely with the Director, Academic Director, Bursar, Finance Administrator, Academic Administrator, and the Development Administrator.

### **Academic Administrator**

The Academic Administrator works closely with the Academic Director and the Director to ensure the smooth administration of all academic committees, programmes, scholarships, fellowships, and research projects. He or she reports to the Director and to the Board of Governors, and prepares reports on academic activities for committees and groups throughout the year.

### **Finance Administrator**

The Finance Administrator oversees the financial affairs and accounts of the OCHS and is responsible along with the rest of the Board for maintaining the financial health of

the Centre. Until we can appoint a Bursar we have an Honorary Finance Administrator serving on a voluntary basis.

### **Development Administrator**

The Development Administrator needs to be qualified in issues of IT, web development, database development, editing and writing, communications, and team work. The Development Administrator will also be available to assist Benefactors and volunteers who want to assist in fundraising for the OCHS.

## **Organisation**

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### **Organisational structure**

#### **Board of Governors**

Mr Shaunaka Rishi Das  
Lord Dholakia, OBE, DL  
Dr S. Bhattacharya-Ford  
Prof. Richard Gombrich  
Prof. Jeremy Johns  
Peggy Morgan  
Dr John Muddiman  
Mr Harish I. K. Patel  
Mrs Neerja Sethi  
Mr Pramod Thakkar  
Prof. Keith Ward, FBA

#### **Administration**

##### ***Director***

Mr Shaunaka Rishi Das

##### ***Academic Director***

Prof. Gavin Flood

##### ***Finance Administrator***

Mr Upendra Kalan

##### ***Academic Administrator***

Dr Jessica Frazier

##### ***Librarian***

Mr Rembert Lutjeharms

##### ***Development Administrator***

Mr Lal Krishna

##### ***Administrative Secretary***

Miss Judit Bajusz

##### ***Domestic Bursar***

Meru Ostlund

##### ***Book keeping***

Syama Dasi

**Fellows**

Dr Gillian Evison  
Prof. Gavin Flood  
Dr Jessica Frazier  
Dr Sanjukta Gupta  
Mr Rembert Lutjeharms  
Peggy Morgan  
Dr Kenneth Valpey

**Senior Associate Fellows**

Prof. Francis X. Clooney, SJ  
Prof. Thomas Hopkins  
Prof. Joseph O’Connell  
Prof. M. N. Narasimhachary

**Continuing Education Department**

Dr Nicholas Sutton  
Ms Anuradha Dooney

**Patrons Council**

HE The Indian High Commissioner  
Baroness Prasher, CBE  
The Maharaja of Jodhpur  
The Maharaja of Puri  
Mr Ranjit Sondhi, CBE

**Academic Council**

Prof. Gavin Flood (Chair)  
Dr Gillian Evison  
Dr Jessica Frazier  
Mr Rembert Lutjeharms  
Peggy Morgan  
Prof. Polly O’Hanlon  
Prof. George Pattison  
Shaunaka Rishi Das

**Academic Advisory Council**

Dr N. J. Allen  
Dr Rohit Barot  
Prof. John Brockington  
Prof. Judith Brown  
Prof. F. X. Clooney, SJ  
Dr Gillian Evison  
Prof. Bob Jackson  
Dr Dermot Killingley  
Prof. Ursula King  
Prof. Kim Knott  
Prof. Julius Lipner  
Prof. Eleanor Nesbitt  
Prof. Malory Nye  
Prof. Ceri Peach

Prof. Lord Bikhu Parekh  
Prof. Chakravarthi Ram-Prasad  
Dr David Smith

#### **Fund Management Committee**

Dr Arnab K. Banerji  
Mr Upendra Kalan  
Mr Akbar Moawalla  
Dr Prashun Popat  
Mr Ramesh Venkataraman

#### **Friends of OCHS Inc. (USA)**

##### ***Directors***

Shaunaka Rishi Das  
Dr S. Bhattacharya-Ford  
Mr Todd Wahlstrom

## **Publications**

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The OCHS actively seeks partnerships with academic publishers with an aim to produce quality resources on Hinduism, particularly those produced by OCHS students and fellows.

To date we have produced nine titles in partnership with Routledge and we publish a *Journal of Hindu Studies* in conjunction with Oxford University Press.

## **Communications**

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### **Web site**

The OCHS web site is at [www.ochs.org.uk](http://www.ochs.org.uk).

The site acts as a news and information point for those interested in the work of the OCHS as well as a resource point for scholars of Hinduism. It includes,

- news updates,
- faculty and staff listings,
- full listings of lectures and seminars, past and present,
- information about our Continuing Education Department,
- information on research projects,
- publications,
- audio downloads of lectures and seminars,
- subscriptions to email updates and audio downloads,
- a special sub-site for Friends and Benefactors.

### **Publications**

Apart from academic publications, the OCHS produces numerous publications informing our friends and public of our work. Many of these are also available by email and on our website.

These include,

- a bi-annual newsletter,

- a weekly audio-podcast of lectures,
- monthly Friends email updates,
- lectures and seminar lists produced each term (also available by email),
- handbooks for volunteers, employees, and office-bearers,
- audited accounts on request,
- annual Board of Governors Reports,
- a regularly updated general-information brochure,
- a Case for Support brochure,
- a ten-minute informational video.

## **Library**

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The OCHS library is held at the Magdalen St offices. Since its inception it has worked closely with Oxford's Indian Institute Library. It currently holds approximately 6,500 titles, mostly in the fields of Vaishnavism and Vedanta. There are plans to expand the Purana section and Comparative Theology section. The library has received numerous donations, notably a sizeable donation from the libraries of Hridayananda Dasa Goswami and Shaunaka Rishi Das and bequests from the private collections of Tamal Krishna Goswami and Prof. B. K. Matilal. The library is open to students of the Centre and members of Oxford University.

## **Funding**

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The OCHS is independent of British Government and University funds, relying instead on private benefactions and donations. Without the help of Friends and Benefactors, the OCHS would not be able to provide the kind of education and opportunities for which it has become renowned.

Fundraising is a prime concern of the OCHS at this early stage of its development if it is to fulfil its longterm potential. A Fund Development Strategy ratified by the Board of Governors is underway.

Fundraising is a year-round task and one of the main responsibilities of the Director. It should be noted that much of our work till now has been made possible by staff members working voluntarily or at reduced rates and by donations of time and materials by Friends and Benefactors.

## **Finance**

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### **Book-keeping, budget, accounts, and auditing**

The OCHS's financial year is 1 July–30 June. The OCHS office is responsible, under the supervision of the Finance Administrator, for maintaining up to date accounts. The accounting system is computerised.

The January finance meeting, convened by the Director, considers the provisional accounts for the preceding year. The audited final accounts are circulated ahead of the June Board of Governors Meeting and proposed for acceptance by the Board of Governors.

Macilvin Moore Reveres LLP, Chartered Accountants, Harrow, London, are the OCHS's auditors.

### **Banking and cheque signature**

The OCHS banks with Barclays Bank, City Centre Branch, Oxford. Both the Director and the Book-keeper are required to sign all cheques.

## **Policies**

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### **Relationship with Oxford University**

Since the beginning of the OCHS, it has been our policy to conduct programmes that are compatible with the University, not in competition with it. Further to this, the OCHS's relationship with the University is conducted in accordance with the 'Recognised Independent Centre Agreement'. This can be found at [www.ochs.org.uk/bg/downloads](http://www.ochs.org.uk/bg/downloads).

### **Academic appointments**

Academic appointments are made by the Academic Appointments Committee and ratified by the Board of Governors. Notice of appointment is sent to the heads of faculties and the head of the Humanities Division, Oxford University.

### **Student induction**

All OCHS students (not including Continuing Education Department students) must be members of Oxford University, Registered Visiting Students, or Associated Students of the University. The Academic Director may propose other visiting scholars of merit as visitors to the OCHS.

### **Fund development**

We have a Fund Development Handbook and Strategy Document. These are available from the Director or at [www.ochs.org.uk/bg/downloads](http://www.ochs.org.uk/bg/downloads).

### **Hindu-friendly space**

In order to ensure that the OCHS is a Hindu-friendly space we ask all visitors to respect the rule of no meat, fish, egg, onions, garlic, or alcohol on the premises. This helps us retain our five-star-any-Hindu-can-eat-here status.

### **E-mail meetings**

The OCHS Board can arrange E-Meetings to advance proposals, exchange information and updates, and conduct business and review. Any member of the Board can propose a meeting, which will be arranged through the Director. If Board members consider the subject of a proposed meeting to be too difficult to deal with by e-mail it will be scheduled for the next 'terrestrial' meeting. E-Meetings will be recorded by the date of their initial mailing and results of voting, or other results will be minuted and added to the file of OCHS official documents.

## **Data protection**

We have a database duly registered with the Data Protection Register (Registration Number: Z6447749). Further information on our data protection responsibility is available at the Information Commissioner's Office ([www.ico.gov.uk](http://www.ico.gov.uk)).

## **Equal opportunity policy statement**

The policy and practice of the OCHS conforms to that of the University of Oxford requiring that all staff are afforded equal opportunities within employment and that entry into employment with the OCHS and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, faith, marital status, sexual orientation, racial group, or disability.

## **Health and safety**

Our Health and Safety Policy follows the 'Health and Safety at Work etc. Act 1974'. A copy of the Health and Safety Law poster is on display in the kitchen as required by law.

### **Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- and to review and revise this policy as necessary at regular intervals.

### **Responsibilities**

- Overall and final responsibility for health and safety is that of the Director.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Office Secretary.

### **All employees have to:**

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## **Appendix one: Summary of responsibilities of charity trustees**

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The following, based on information from the Charity Commission is a summary of the main duties and responsibilities of charity trustees. The last three paragraphs apply especially to persons who are thinking of becoming charity trustees. It is taken from the Charities Commission document, 'CC3 (a) Responsibilities of Charity Trustees, January 2007'.

### **For all charity trustees**

You are a charity trustee if you are

- the trustee of a charitable trust (for example a charity founded by someone's will); or
- the director of a charitable company; or
- a member of the management or executive committee of a charitable association.

You and your fellow trustees have full responsibility for your charity and must

- act together and in person and not delegate control of the charity to others (you may be able to delegate areas of work, but they must remain under the trustees' control);
- act strictly in accordance with the charity's governing document;
- act in the charity's interests only and without regard to your own private interests;
- manage the charity's affairs prudently and take a long-term as well as a short-term view;
- not (without explicit authority) derive any personal benefit or gain from the charity of which you are trustees; and
- take proper professional advice on matters on which you are not yourselves competent.

In managing the charity's finances you must

- make sure that bank accounts are operated by more than one person;
- make sure that all the charity's property is under the control of the trustees;
- make sure that funds held for different purposes are kept in separate bank accounts, or the charity's accounting records show clearly at all times the amount of funds held for each purpose;
- keep full and accurate accounting records; and
- collect in full all money owed or due to the charity, including tax and rating reliefs.

In applying the charity's income you must

- spend it solely for the purposes set out in the charity's governing document;
- spend it with absolute fairness between persons qualified to benefit from the charity; and
- spend it for the purposes of the charity unless you have some specific future use for it in mind, or unless you have explicit authority to accumulate it.

If your charity has land or buildings you must

- either occupy and use it for the charity's purposes or let it for the maximum possible return;
- make sure it is maintained in good condition;

- consider the need for insurance;
- regularly consider whether you are using it to the best advantage of the charity; and
- make sure that the charity property is vested in the trustees or in the name of a nominee where there is proper authority to do so.

If your charity has funds to invest you must

- invest only within the limits of the powers granted by the charity's governing document or the Trustee Act 2000;
- constantly monitor the performance of the investments;
- avoid speculation and invest prudently to achieve both income and capital growth; and
- seek professional advice about what investments are most suitable for your charity.

If your charity needs to employ staff you should

- give each employee a proper contract of employment and a written job description making clear the extent of his or her authority to act on your behalf.

If you raise funds by appealing to the public you should

- make sure that your appeal properly describes what the public's donations will be used for;
- be open and honest if asked about the costs of the appeal;
- not use fund-raising methods which exert undue pressure on people to give;
- approve in advance any fund-raising or advertising campaign carried out on your charity's behalf; and
- require fund-raisers to hand over money raised or collected by them before deducting their fees or expenses.

You and your fellow trustees will put yourselves at risk of personal liability only if you

- cause loss to the charity by acting unlawfully, imprudently or outside the terms of the charity's governing document; or
- commit the charity to debts which amount to more than its assets.

#### **For persons thinking of becoming trustees**

You should become a charity trustee only if you

- are prepared to give the necessary time and effort to the management of the charity;
- can help the charity achieve its aims through your expertise or commitment; and
- understand and accept that trusteeship carries legal duties and responsibilities.

You cannot be a charity trustee if you

- are under 18 years of age (unless the charity is a registered company); or
- are disqualified under section 72 of the Charities Act 2006 for example because you are an undischarged bankrupt or have an unspent conviction for an offence of dishonesty or deception; or
- (in the case of charity trusteeship of a children's charity) you are banned from being a trustee under the Criminal Justice and Court Services Act 2000.

Before you first become a charity trustee you should

- study the charity's governing document to learn about its purposes and

- administrative procedures;
- ask your fellow trustees to give you full details of the charity's property, investments and income; and
- study recent accounts and minutes of meetings to learn about the charity's finances and policies.

Remember that this is only a summary of the full duties and responsibilities of charity trustees. More information can be found in the Charities Commission publication 'CC3 – The Essential Trustee: What you need to know', which may be viewed on their website at <http://www.charity-commission.gov.uk/publications/cc3.asp>

## **Appendix two: Legal and financial**

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### **Auditors**

Macilvin Moore Reveres LLP  
7 St John's Road  
Harrow  
Middlesex  
HA1 2EY

### **Bankers**

Barclays Bank Plc  
PO Box 333  
Oxford  
OX1 3HS

### **Solicitors**

Bowling & Co.  
20a Berkeley Street  
Mayfair  
London  
W1J 8AH

### **Insurance Consultants**

Brian Johnson Ltd  
1-3 Linkfield Corner  
Redhill  
Surrey  
RH1 1BL

## Appendix three: Directory

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The Oxford Centre for Hindu Studies  
13 Magdalen Street  
Oxford  
OX1 3AE

Email: [info@ochs.org.uk](mailto:info@ochs.org.uk)  
Web: [www.ochs.org.uk](http://www.ochs.org.uk)

Area code: 01865  
Country code: +44  
General enquiries: 304300  
Fax: 304301

Judit Bajusz:	Office Secretary	304300	<a href="mailto:info@ochs.org.uk">info@ochs.org.uk</a>
Shaunaka Rishi Das	Director	304303	<a href="mailto:shaunaka@ochs.org.uk">shaunaka@ochs.org.uk</a>
Prof. Gavin Flood	Academic Director	304302	<a href="mailto:gavin.flood@theology.ox.ac.uk">gavin.flood@theology.ox.ac.uk</a>
Dr Jessica Frazier	Academic Administrator	304307	<a href="mailto:jfrazier@ochs.org.uk">jfrazier@ochs.org.uk</a>
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