



ADCH

Association of Dogs and Cats Homes

HONORARY SECRETARY

Information for
Candidates

A Charitable Incorporated Organisation
Registered in England and Wales, 1180574

www.adch.org.uk



Copy of Announcement - ADCH Seeking New Honorary Secretary!

At the end of this year, Peter Laurie will step down as Secretary of ADCH, a role he has held since 2013. Peter initially served on the Management Committee before joining the ADCH Board of Trustees in 2018. We sincerely appreciate Peter's significant contributions and thank him for his dedicated service and ongoing support.

ADCH is pleased to invite applications for the role of Honorary Secretary on our Board. This rewarding Trustee position offers the chance to make a meaningful impact, contributing your expertise and passion to our mission. Please note that it is a voluntary, unremunerated role.

What skills and experience are you looking for?

We are seeking a highly organised, methodical, and detail-focused individual with a solid understanding of charity governance, ideally gained through a leadership role in the voluntary sector. The Honorary Secretary will play a key role in preparing and supporting the AGM and elections, monitoring terms of service, and acting as the guardian of the Constitution. A key requirement is a strong working knowledge of the Constitution, or a willingness to develop this knowledge, in order to advise the membership, Board, and central team on operating in line with it.

Excellent organisational and communication skills are essential, along with the ability to work both independently and collaboratively as part of a dedicated Board. Additionally, the candidate should align with ADCH's values and ethos, embedding these principles into their approach and decision-making.

What is the commitment?

The [Constitution](#) at section 13(1) sets out the Functions and duties of ADCH Trustees. Trustees have control over, and legal responsibility for, the Association's management and administration. More information on the role of Trustees is available on the Charity Commission website, [here](#).

More detailed information about the role and the specific time commitments can be found within the role description below.

Who can serve as a Trustee?

The ADCH [Constitution](#) at section 13(2) sets out Eligibility for Trusteeship. It is not a requirement for a Trustee to be employed by or be a registered volunteer of a Member organisation.

The successful candidate must be [eligible to act as a charity trustee](#) in accordance with sections [178-180](#) of the Charities Act 2011 (or any statutory re-enactment or modification of these provisions).

How to apply

To apply for the Honorary Secretary position, please email your application to the Governance Committee Chair, Mike Elliott, at mike@adch.org.uk by **5pm on Monday 30th September**.

In your email, please include:

- **Full Name and Contact Details**
- **Supporting Statement (up to 400 words):**
We are keen to learn how your skills, experience, and values align with the role. This may include details such as your governance experience, familiarity with constitutions and regulatory compliance, organisational skills, and your connection with ADCH's mission, vision and values.
- **Declaration of Interests:**
Please also declare any interests relevant to the Trustee position, for example your current employment, any recent employment in other animal welfare organisations and any roles – whether paid or unpaid – that you may hold in any other relevant organisations.

By submitting your application, you confirm that you meet the eligibility requirements for trusteeship and are able to fulfil the necessary commitments.

ADCH values diversity and is dedicated to creating an inclusive environment. We warmly encourage applications from individuals of all backgrounds, abilities, and cultures, as we believe that a diverse team enriches our organisation and enhances our ability to fulfil our mission.

How will recruitment proceed?

The ADCH Nominations Committee will review all applications and create a shortlist of candidates. Applicants will be informed of their application status following this review. Shortlisted candidates will be invited to attend interviews, after which the Nominations Committee will make a recommendation to the Board for final approval.

Interviews are scheduled for October, with an appointment expected by mid-November. The role will commence in January 2025.

More information

If you have any questions about the recruitment process for this role, please contact the Governance Committee Chair, Mike Elliott, at mike@adch.org.uk

If you would like a confidential discussion about serving as a Trustee, please contact the Chair of Trustees, Giles Webber, at giles@adch.org.uk

About ADCH

The Association of Dogs and Cats Homes (ADCH) is the leading representative charity for dog and cat rescue and rehoming organisations across 8 jurisdictions: England, Republic of Ireland, Northern Ireland, Scotland, Wales, Isle of Man, Jersey and Guernsey. ADCH promotes best practice in animal welfare for dogs and cats.

ADCH has a superb ethos of people and charities working together to help one another for the benefit of dogs and cats. The membership has been growing rapidly, currently over 160 member organisations. Members are all sizes of charities from the smallest to the largest, plus some individuals, and so the number of people potentially involved measures many thousands.

ADCH is also host to the UK's only animal welfare Annual Conference and hence attracts attention and engagement from a wide variety of organisations within the animal welfare sector UK-wide and overseas. The ADCH Annual Conference attracts in excess of 500 people each day, and our Open Meetings connect 100 members and corporate supporters.

ADCH is a Charitable Incorporated Organisation registered in England and Wales (No.1180574), led by a volunteer Board of Trustees largely drawn from the membership. You can find out more about our Board of Trustees and Staff Team [here](#).

There are 4 main Committees which handle most of the Association's work:

- Governance Committee
- Legislative Committee
- Member Engagement Committee
- Standards and Animal Welfare Committee

All of these have delivered exciting progress consistently over recent years.

Further details are available on the ADCH website (www.adch.org.uk) and in the [constitution](#), [Strategy](#) and [Annual Report and Accounts documents](#).

Vision

A positive life for all dogs and cats

Mission

ADCH is an umbrella organisation which works on behalf of its members to create a professional and sustainable sector which improves the lives of dogs and cats.

Values

ADCH is committed to:

- **Leadership**
ADCH and its Members leading the sector and proactively tackling future issues and facilitating solutions while listening to all involved.
- **Collaboration**
We all share knowledge, expertise, and actions for excellence.
- **Integrity**
High standards including transparency, respect, and inclusion.
- **Professionalism**
Innovative experts with ambition for the sector
- **Support**
Helping members to grow and develop together for dogs, cats, and people too.

Role Description

HONORARY SECRETARY

Key Duties and Responsibilities

On behalf of the Board of Trustees and working with the guidance of the Chair and in partnership with the Officers, Trustees, Executive Director, and Members of the Association and in accordance with the Constitution:

Governance and Compliance:

- Ensure the charity complies with its governing documents, charity law, and regulatory requirements.
- Prepare papers for the Board of Trustees in relation to any constitutional matters, including but not limited to potential constitutional changes and the annual election of Trustees.
- Maintain a working knowledge of the ADCH Constitution, advising the board and be the initial point of contact for any queries relating to it.
- Following approval by the Board of Trustees, put in place and oversee arrangements for any voting, either at meetings or by electronic means as set out in the Constitution, including but not limited to specific resolutions, approval of accounts, and election of Trustees.
- Maintain a working knowledge of GDPR and Data Protection.

Documentation and Records:

- Collaborate with the Executive Director and central team to support the effective implementation of governance procedures and documentation management across the charity.
 - Ensure the charity appropriately organises, facilitates and records Trustee and Committee meetings.
 - Ensure the charity maintains up-to-date records of trustees, stakeholders, and charity documents, including policies, procedures, and governance records.
 - Maintains statutory registers and ensure timely submission of annual returns and reports to regulatory bodies, including the Charity Commission.

Communication:

- Draft announcements and communications to members regarding elections and other relevant matters to ensure transparency and relevant process is followed.
- Present updates and engage with members at ADCH open meetings, the AGM, and other relevant events, representing the charity to ensure effective communication and transparency.
- Facilitate communication between trustees, staff, members, and other stakeholders as appropriate to the role.

Other Duties:

- Undertake any other duties as required by the Board of Trustees.
- Serve as a Trustee, (for more information [see here](#)) and discharge all additional roles and responsibilities relevant to the position of Trustee, including participating in Working Groups, carrying out external assessments of member and prospective member organisations, etc.
- Serve as a member of an ADCH Committee, typically this is the Governance Committee.

Estimated Time Commitment Required

At minimum, the Secretary attends the following:

- 4 Board Meetings (typically online): Approximately 3 hours each.
- 4 Committee Meetings (typically online): Approximately 3 hours each.
- 1 Open Meeting (on site, anywhere within our jurisdictions): Typically, over two days, incorporating a board meeting, plus travel if necessary.
- 2 Open Meetings (online): Approximately 3 hours each.
- 2-Day Annual Conference: commitment across two days, plus travel if necessary.
- Fortnightly meetings with the Association Officers (Chair, Vice Chair, and Treasurer) and Executive Director, held online for 30 minutes.

In addition to attending the meetings mentioned, the Charity Secretary is expected to dedicate time to the following tasks:

- Preparation for Meetings: This involves reviewing papers and preparing documents related to any constitutional matters.
- Post-Meeting Responsibilities: This includes following up on agreed action points.

It is estimated that these tasks require a couple of hours each month, with additional time needed in the lead-up to the AGM, annual conference, and other significant events.

Key Skills and Experience Required

- Secretarial and administrative experience, including excellent written English and the ability to draft accurate papers that reflect the business and conduct of meetings.
- Desirable to have held a leadership role in the voluntary sector.
- An understanding of fundamental corporate and charitable governance principles and practices.
- An understanding of ADCH, its structure and operation, and the issues affecting its members.
- An understanding of the principles of GDPR and data protection.
- Ability to manage confidential information with discretion.
- Proficiency in Microsoft Office and familiarity with digital meeting platforms.