



## **Trustee Secretary – Worcestershire Animal Rescue Shelter**

**Location:** Worcestershire

**Application deadline:** 31 July 2026

**Contact:** [info@wars.org.uk](mailto:info@wars.org.uk)

### **Role description:**

TRUSTEE SECRETARY – VOLUNTEER ROLE

Help keep WARS moving forward.

Worcestershire Animal Rescue Shelter is seeking a Trustee Secretary to join our Board and play an important role in supporting the governance and administration of our Charity. We are a well-established independent animal rescue Charity dedicated to giving abandoned, unwanted and mistreated dogs & cats a second chance. For over 40 years, WARS has been rescuing, rehabilitating and rehoming dogs & cats across Worcestershire. Behind that work is a dedicated team of staff, volunteers and Trustees who help guide the Charity's future.

As a Trustee Secretary, you'll help ensure our Board operates effectively so we can continue focusing on what matters most – animal welfare & rehoming.

What you'll do:

- Co-ordinate and organise Board meetings alongside the Chair
- Prepare and circulate agendas, Board meeting papers, AGM and EGM's as required
- Take and maintain accurate meeting minutes
- Support good governance and compliance
- Help maintain Trustee records and key documentation
- Work closely with fellow Trustees and the Operations Shelter Manager

We're looking for someone who:

- Is organised and reliable
- Has good written communication skills
- Enjoys administration and keeping things on track
- Can commit a small amount of time each month
- Shares our values and passion for animal welfare

Previous Charity experience isn't essential. We'll provide support and work together to help you settle into the role.

Time commitment: Approximately one Board meeting per month plus some preparation and some light administration time weekly.

This is a fantastic opportunity to contribute your skills to a local Charity that makes a real difference to the lives of animals every day.

**\*\*Please note this is a voluntary position.\*\***

### **How to apply:**

Interested? We'd love to hear from you and arrange an informal conversation about the role contact Amie Jones, Operations Shelter Manager & Jan Arpad, Chair of the Board at [info@wars.org.uk](mailto:info@wars.org.uk)