



Trustee

Role Description

About Association of Dogs and Cats Homes

The Association of Dogs and Cats Homes (ADCH) is the leading representative charity for dog and cat rescue and rehoming organisations across 8 jurisdictions. It operates across 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. We currently have over 170 member organisations, encompassing charities of all sizes, from the smallest to the largest, plus some Individual members, and so the number of people potentially involved measures many thousands.

ADCH is also host to the UK's largest animal welfare Annual Conference, which attracts attention and engagement from a wide variety of organisations within the animal welfare sector UK-wide and overseas.

Key Responsibilities

On behalf of the Board of Trustees, working in partnership and with the guidance of the Chair, and in partnership with the Officers, Trustees and Members of the Association (and in accordance with the Articles of Association):

1. To oversee all aspects of the Charity and play a leading role in its exciting and ambitious growth and development.
2. To engage closely and effectively in the activities and workings of the Charity;
3. To determine the strategic direction of the charity through good governance, clear strategic planning and evaluation of performance against agreed targets;
4. To have an understanding of ADCH, its structure and operation and key issues facing its members;
5. To assist the Chair and other Trustees in ensuring that the Board of Trustees fulfils its responsibilities both under Company Law as directors and under Charity Law as Trustees;
6. To effectively govern the charity and monitor the implementation and impact of decisions as a Trustee Board.
7. To chair and/or attend sub-committees given delegated authority by the Board.

Person Specification

- A clear understanding of, and a commitment to the Charity's Vision, Mission, Values and Strategy;
- The ability to think and apply knowledge strategically and creatively;
- The ability to communicate clearly and constructively and to take an active part in discussions;
- Proven ability to work effectively as a team member while contributing an independent perspective;
- To act in the best interests of the charity, and with clear avoidance of any conflict of interest or any activities that might place the charity's funds, assets or reputation at undue risk;

- To use your specific skills, knowledge and experience to help the Board of Trustees to reach sound decisions (this will include the scrutiny of proposals, leading and initiating discussions, and providing advice or guidance on new initiatives);
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a charity Trustee;
- Undisputed personal integrity and credibility, with an understanding of and commitment to the standards and behaviour set out in the Trustee Code of Conduct and to the Nolan principles of public life: selflessness, integrity, objectivity;
- Ability and willingness to commit the necessary time and effort to fulfilling the role, including regular attendance and participation in Board meetings, Committee work by agreement, and at fundraising and other public events of the Charity.

Estimated Time Commitment

ADCH Trustees typically join a committee and so must prepare for and attend Trustees' meetings and committee meetings plus occasional other events of the charity (for example AGM, Conference and Open meetings).

A typical annual minimum commitment for a Trustee includes:

- 4 Board Meetings (usually online): approximately 3 hours each
- 4 Committee Meetings (usually online): approximately 2-3 hours each
- 1 in-person Open Meeting (held anywhere within ADCH jurisdictions): typically, two days, incorporating a Board meeting, plus travel time as required
- 1 Board Away Day: a full day, plus travel time as required
- 3 online Open Meetings including an AGM: approximately 3 hours each
- 2-day Annual Conference: attendance across both days, plus travel time as required
- 2 Committee Chair meetings each year (approx. 1 hour each)
- Annual Trustee 1:1 Meeting with Chair/Vice Chair (1 hour)

Additional time commitment includes:

- Preparation time for meetings and actions after meetings.
- Ad hoc liaison with other Trustees
- Liaison with Central Team on a variety of topics, as required (for example giving support regarding handling of complaints or enquiries, relevant projects, meetings with external parties etc.)
- Participation in ad hoc working groups for project-specific with time commitments varying depending on the project.

Actual time commitments may vary depending on the committee's workload and any project-related activities.