



Leeds, Wakefield & District Branch



Trustee Job Description & Person Specification

Responsible to: Chair of the Board

Overview

Trustees should support and promote the organisation, maintaining the vision, mission and values and developing strategy for the Leeds & Wakefield Branch of the RSPCA. Trustees must ensure accountability and governance of the organisation, compliance with legislation and the charity's governing documents and the Branch Trustee Code of Conduct.

Working relationships

The Branch Manager and Senior Management Team – Trustees will work with the Senior Management Team, ensuring adequate support and advice is provided when required.

Board of Trustees – the post holder will regularly communicate and liaise with other members of the Board during Board meetings and by correspondence, telephone, email or in meetings as required.

What will you do

- Ensure the charity is carrying out its purposes, as defined in its governing documents (National Society & Branch Rules).
- Ensure the charity follows the RSPCA vision, mission & values and branch strategic direction to achieve these.
- Contribute to the development of the branch business & animal welfare strategy.
- Establish and ensure proper governance is in place to have good accountability, financial control and compliance with all relevant laws.
- Assist in selection, management and support of the Branch Manager and members of the senior management team.
- Be an active supporter of the branch, whether in an advisory or proactive practical capacity.
- Attend board meetings and where appropriate, participate or represent the branch at various sub-committee meetings or regional board meetings.

Person Specification

Individuals will require a strong empathy with RSPCA Mission, Vision and Values.

Experience and skills are sought from all professions & trades and we welcome applications from anyone interested in joining our board who feel they have something in particular to contribute.

The Trustees and the board collectively are jointly and severally responsible for the overall governance and strategic direction of the charity, compliance with the charity Commission and all statutory bodies, including the National Society as the branch regulator.

Experience

- Ideally to have experience of operating within a board in a charitable or commercial organisation or evidence of being a strong team player.
- Evidence of building and sustaining relationships with colleagues to achieve organisational outcomes.
- Evidence of demonstrating sound judgement and effective decision making.
- Commitment to promoting equality, diversity and opportunity

Knowledge, skills and understanding

- Commitment to the branch and able and willing to devote the necessary time and effort required as a board member
- Attend board meetings as branch rules demand
- Be available to staff for advice and enquiries on an ad hoc basis in your area of expertise
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship according to Charity Commission regulation, National Society rules and branch governance.