

TRUSTEE INTRODUCTION PACK

Black Beauty's Animal Sanctuary

Welcome and thank you for showing an interest in becoming a trustee of Black Beauty's Animal Sanctuary (BBAS)

The following information should help you get an understanding of your role and responsibility as a trustee.

Once appointed you should read the Charity Commission Guide – The Essential Trustee – What You Need to Know.

As a Trustee the commitment and energy you display will make a direct difference to the charity and every animal it helps. You don't have to be a hero or famous to change animal's lives for the better – trusteeship allows you to do just that.

Being a trustee can be hard work and, for most, it's unpaid (expenses may apply). The trustees have the ultimate responsibility for running a charity, for its property, finances and the employment of any staff or volunteers. But being a trustee is also immensely rewarding, providing both expected and unexpected opportunities for personal development. And while you bring your skills and energy to running the charity, you will also find you are gaining new experience and knowledge. For instance, you will help plan the strategic future of the charity and its work, be involved in developing and managing staff and volunteers and make policy decisions for the charity.

Each trustee appointment will be for the duration of a twelve (12) month period. At the end of month eleven (11) a full review will be made

Overall Trustee Job Description

the overall duties of a trustee are:

1. To ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations
2. To ensure that the organisation pursues its objectives as defined in its governing document to ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are to contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
3. To safeguard the good name and values of the organisation
4. To represent the company at functions and meetings as appropriate
5. To declare any conflict of interest while carrying out the duties of a trustee

6. To be collectively responsible for the actions of the organisation and other trustees
7. To ensure the effective and efficient administration of the organisation
8. To abide by the equal opportunities policy
9. To ensure the financial stability of the organisation
10. To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
11. To make sure the organisation is properly insured against all reasonable liabilities
12. To appoint and support the employees and monitor their performance in addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
13. To attend meetings, and to read papers in advance of meetings to attend sub-committee meetings as appropriate to participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising to keep informed about the activities of the organisation and wider issues which affect its work

Trustee Person Specification

Each trustee must have:

- ✓ Integrity and commitment to the organisation and its objectives
- ✓ An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- ✓ A willingness to devote the necessary time and effort to their duties as a trustee
- ✓ Strategic vision, good independent judgment and an ability to think creatively
- ✓ Willingness to speak their mind
- ✓ An ability to work effectively as a member of a team

The board of Trustees will need skills and experience in the following areas:

- ✓ Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- ✓ Financial management
- ✓ The type of work being done by the organisation
- ✓ Legal matters, fundraising, recruitment and personnel management including a knowledge of employment legislation
- ✓ Public relations

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- ✓ Marketing
- ✓ Computers and information technology
- ✓ Campaigning
- ✓ Education and learning

The Trustee board seeks to maintain a membership that has a wide ranging level of experience so that the Board as a whole has the skills and experience to draw upon in its governance and decision making roles. At your first meeting you will be given the contact details of the other trustees in order that you may contact them independently.

Please send any questions to; enquiries@blackbeautysanimalsanctuary.com