

## TRUSTEE JOB DESCRIPTION



**Position:** Trustee

**Responsible to:** Chair of Board of Trustees

**Works with:** Trustees, senior and other staff

### Overview

A trustee of Greyhound Rescue Wales has a responsibility to ensure that the charity applies its resources exclusively in the pursuit of its objects. As part of that responsibility a trustee needs to actively contribute to the work of the board by helping set the strategic direction and overall policy.

### Main duties

- To ensure that Greyhound Rescue Wales complies with and pursues its objects as defined within its governing documents
- To ensure that Greyhound Rescue Wales complies with charity law, company law and any other relevant legislation
- To ensure that Greyhound Rescue Wales uses its resources exclusively in pursuance of its objects i.e. that the charity does not spend money on activities which are not in its own objects, 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 organization, setting overall policy, defining goals and setting targets and evaluating performances against those agreed targets
- To ensure financial stability of Greyhound Rescue Wales as a charity today and for the future
- To protect and manage the property of Greyhound Rescue Wales
- To appoint the Senior Staff and to monitor their performance

### Essential Job Requirements

- A commitment to animal welfare
- A commitment to Greyhound Rescue Wales and support of all its policies
- Integrity, strategic vision and sound judgement
- Good communication skills
- Willingness to speak ones' mind and listen to the views of others
- Ability to work effectively as part of a team
- Understanding of the requirements of being a trustee
- Strategic vision and independent judgement
- Ability and willingness to commit time to this post.
- Drive and passion
- Strong empathy with the objectives of Greyhound Rescue Wales
- Over 18 years of age

### Confidentiality

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his /her duties.

If you are interested please contact Lindsay Jackson, Chair of Greyhound Rescue Wales, for more information and an informal chat. Email: [lindsay.jackson@greyhoundrescuewales.co.uk](mailto:lindsay.jackson@greyhoundrescuewales.co.uk).

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*To give them the life they deserve  
Rhoi awell buwud iddunt*

Registered Charity No 1152650

Email: [info@greyhoundrescuewales.co.uk](mailto:info@greyhoundrescuewales.co.uk) Tel: 0300 0123 999 Web: [www.greyhoundrescuewales.co.uk](http://www.greyhoundrescuewales.co.uk)



## Being a Trustee for Greyhound Rescue Wales

Trustees are responsible for the proper administration of Greyhound Rescue Wales in accordance with both the law and the Charity's governing documents. A trustee has both ultimate power but also ultimate responsibility for the charity. This is an onerous but empowering position.

The overriding duty is to pursue the Charity's charitable objects but trustees must also ensure that the charity is solvent with its income spent on charitable matters, that it is well run and that its activities are effective.

In order to achieve this, trustees will work with the senior staff sharing their personal skills and experience to support and guide GRW. Trustees are volunteers, often with other commitments and employment so trustees will be guided by paid staff and should always seek advice or request explanations for anything which is unclear.

The trustee role is to guide GRW strategically and it is the role of the senior staff to ensure that this direction is carried out. In summary Trustees set the strategic direction and monitor the senior staff who deal with operational matters.

## Structure of Greyhound Rescue Wales

1. **Greyhound Rescue Wales** is a charity which has the structure of a registered company limited by guarantee which is registered as a Charity (number 1152650). GRW must file returns with both the Charity Commission and also with Company's House. Trustees are directors of the company and trustees of the charity. This is what is called the Charity and the administration of the charity is carried out by staff. The objects of the Charity can be found in the Memorandum and Articles.
2. **Greyhound Rescue Wales Ltd** is the company which holds the legal title to Hillcrest. No liabilities are likely to arise from this.

GRW is governed by Articles of Association and by any Bye Laws it puts in place.

## Trustee Requirements

The governing documents require trustees to be members of the charity.

Trustees are also required to attend trustee meetings and the Standing Orders say that any trustee who fails to attend 3 meetings in any year shall resign.

Trustees are re-elected every 3 years and at each AGM 1/3 of the trustees must retire in order of the longest in service. Trustees may be re-elected for a maximum of three consecutive terms

## Trustee Meetings

GRW's governing documents require that trustees meet every two months. Dates for meetings are fixed annually so trustees have advance notice. Trustee meetings are usually held on a Sunday in Builth Wells. Notice of the AGM and other key dates are provided with each set of trustee papers. Trustees should inform the Chair in advance if they are unable to attend a meeting.

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The Chair, Vice Chair, Secretary and Treasurer are the Honorary Officers of the charity and are selected by the Trustees in their first meeting following the AGM.

5 days prior to trustee meetings a full set of papers will be sent to trustees electronically. It will be assumed that trustees will have read the papers and any misunderstanding or corrections should be raised with the Chair in advance, however matters for discussion will be raised at the meeting



The purpose of the meetings shall be to determine policy and strategies of GRW and monitor its implementation by staff. Meetings are to be conducted in a professional and courteous manner.

A trustee who has an interest in any arrangement must declare that interest.

Questions arising shall be decided by a consensus or majority vote. Trustee's decisions do not have to be unanimous as trustees are jointly responsible. This means that if the board agrees to an action all trustees are bound by that decision even if they are not present or voted against it. If a trustee feels strongly they can record their views in the minutes and the ultimate option is to consider resigning.

Draft minutes will be circulated within 7 days and final minutes will be circulated with papers for next meeting. Minutes will record names of trustees and staff present and decisions taken but not record discussions in detail.

### **Indemnity**

GRW will indemnify every trustee against liability arising whilst acting as a trustee so long as the trustee is acting as a reasonable and responsible trustee would in those circumstances.

### **Media**

Trustees are not required to have a media presence but some may be willing to do so. When in contact with the media, supporters and or members trustees are required to do so in the agreed line, with agreed policies and to take advice from the Chair wherever practical.

### **Expenses**

Trustees are referred to GRW's Trustee expenses guidance.

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