



Job Description

Title:	Trustee
Hours:	Typically, 7 hours per month – including one board meeting currently held on the second Wednesday of each month for approx 2 hours. Currently 18:30 – 20:30 hrs
Location:	Board meetings are held at Tower Farm, Oxford Road, Stokenchurch
Salary:	Voluntary and unpaid position

Our Values

Respect -We have due regard for the feelings, wishes, or rights of others and we treat all animals and people with respect and dignity.

Integrity -We are undivided in our strong morals and principles to do the right thing for every dog in our care.

Care -We are passionate about the welfare of dogs, and all our work is inspired by the needs and care of our dogs.

Excellence -We strive to be an organisation of excellence by strengthening our people, processes, and resources.

Main Job Purpose:

To support Stokenchurch Dog Rescue (SDR) in achieving its objectives and to strive to ensure the charity remains solvent and complies with regulatory requirements.

Job Role

- ensure the charity is solvent and well-run
- ensure the charity delivers the charitable outcomes for which it has been set up
- ensure the charity complies with charity law, its governing document, and other relevant legislation
- set overall strategy and policy and be mindful of them at all times
- define goals and direct the affairs of the charity to meet its objectives
- be an active member of the Board of Trustees in exercising its responsibilities and functions

Other Requirements

- please note trustees are required to subscribe to membership of the charity
- you must be willing to provide the data required to be added to the Charity Commission website and as a trustee provide a brief biography for the SDR website
- you must be willing to regularly attend meetings and devote the time and effort to duties as a Trustee
- a strong commitment to promoting equality, diversity and inclusion

PERSONAL SPECIFICATION *(all criteria are essential unless otherwise indicated)*

- previous charity sector experience would be desirable
- understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- organised and methodical, with an eye for detail
- understanding of and adherence to matters of confidentiality
- empathy for SDR's purpose and work and a willingness to be an ambassador for the charity
- integrity and good judgement
- willingness to speak one's mind and listen to the views of other
- ability to work effectively as a member of a team
- understanding of the legal responsibilities and liabilities of a trustee