



Suffolk Central Branch

Registered Charity No.206269

Branch Trustee - Role Description

About the opportunity

We are the RSPCA and it's our vision to live in a world where all animals are respected and treated with compassion. Our volunteers are incredible, they play an essential role in helping us carry out our important animal welfare work every day.

Do you have professional expertise you could use to help a good cause? Are you passionate about animal welfare? Trustees manage the affairs of a local RSPCA Branch to promote and provide animal welfare within the Branch area.

As a trustee of a Branch, you will have the chance to influence how we care for and prevent cruelty to animals.

Main activities:

- To work with your fellow trustees and Branch officers and jointly act in making decisions for the best interest of the Branch and the RSPCA.
- To be individually and collectively responsible for the charity's governance – whether it complies with the law and its policies, fulfils its objectives, and stays accountable to its service users and others – and the organisation's overall effectiveness.
- In conjunction with your fellow trustees, the Branch Manager and Branch support Team from National, to write, adopt, monitor and review a Branch Development Plan setting out the short and long term aims of your Branch.
- To actively participate in Branch Committee Meetings and attend the Branch Annual General Meeting and Regional Conference.
- To be aware of the outcome of Regional Board Meetings and support regional initiatives.
- To attend the trustee training course.
- To actively promote and advertise the society in an ongoing programme to recruit new Branch trustees and volunteers.
- To welcome new trustees and volunteers to the Branch.
- Each Branch appoints a Secretary, Treasurer and Chair. Role outlines for each of these Branch Officer roles are available.
- To be familiar with and support the aims and policies of the RSPCA.
- To be familiar with the Branch rules and follow them at all times.
- To ensure the Branch meets all the minimum animal welfare standards (MAWS).
- Where they are not met, to work with National RSPCA staff to meet the standard as soon as practicable.

What are we looking for?

- Most people aged 18 or over are eligible to become a trustee.
- You will need to become a member of the RSPCA.
- You will need to be able to work with people and have good interpersonal skills.

- You do not need to be an expert although commitment, common sense and the ability to be objective is vital.
- Specific skills such as finance, fundraising, project management, business experience, awareness of employment and/or charity legislation can be useful, but not essential.
- New RSPCA trustees are provided with all relevant documentation, training and support to ensure that have all the information and guidance about a trustee's role and responsibilities.
- Trustees must sign a Trustee Declaration of Willingness to Act to clarify that they are not disqualified from being a trustee and that they accept the post.
- In addition to our standard Declaration of Willingness, trustees also need to complete the declaration from the Charity Commission and read their guidance for individuals on who can't be a trustee or senior manager of a charity.

What can we offer you?

- A rewarding chance to make a difference to animals in your community.
- It's a great way to meet like-minded people who share your enthusiasm for animal welfare.
- You will have the opportunity to gain new skills and develop existing ones.
- All the necessary training and resources.
- Ongoing support is also provided by regional and national RSPCA staff in addition to any additional training provided by the relevant Branch.
- Volunteer at the heart of the local community.

Practical Considerations

As a minimum, trustees would normally be expected to attend a monthly committee meeting lasting some 2 to 3 hours. However, the commitment may vary depending on whether or not the trustee takes on additional duties such as the role of chairman, treasurer or secretary.

Trustees are elected for a 12-month term each year.

For more information on becoming a Charity Trustee, and to ensure it's the right decision for you, we recommend visiting: <https://www.gov.uk/guidance/charity-trustee-whats-involved>