



Trustee Role Description

Collectively, Trustees are responsible for the actions of Edinburgh Dog and Cat Home (the Home).

Their key responsibilities include:

- ensuring the Home complies with, and pursues its objects in accordance with its constitution, charity law, company law and any other relevant legislation or regulations;
- giving firm strategic direction to the Home, agreeing policy, defining goals and setting targets, and evaluating performance against agreed targets;
- ensuring the Home adheres to sound principles of governance;
- ensuring the Home uses its resources exclusively in pursuance of its objects;
- ensuring effective and efficient administration of the Home;
- ensuring financial stability of the Home, overseeing robust financial decision making and management;
- protecting and managing the property of the charity and to ensure the proper investment of funds.
- monitoring the Chief Executive's performance

Trustees are required to:

- act with a duty of care and due diligence when making decisions;
- act in Home's best interests as a steward and ambassador of the Home's vision, mission and values;
- attend four Board meetings and the AGM per calendar year; and
- actively participate within the board and other delegated work.

Attributes

Each trustee should have:

- an understanding of or interest in animal welfare, sharing the values and behaviours of the Home
- integrity;
- good, independent judgment;
- an ability to think creatively;
- a willingness to speak their mind, 'challenge', and contribute to respectful and productive dialogue
- an ability to work effectively as a member of a team, building a collegial working relationship with the other Trustees that contributes to consensus;

All Trustees should have sufficient relevant experience and be able to contribute to strategic development and decision-making.

Collectively, the Home's Trustees must exercise skills and experience in the following areas:

- setting targets, monitoring and evaluating performance and programmes in private sector or non-profit organisations;
- charity governance and frameworks of best practice
- financial management/investment;
- legal matters/charity law;
- fundraising/capital appeals;
- HR
- marketing and communications;
- Construction/planning/design



Additional contributions

Trustees may be requested to:

- represent the Home at external meetings and events;
- participate in Home's sponsored events and activities;
- volunteer for and undertake assignments;
- provide advice and guidance to the Chief Executive and senior management team in areas where the Trustee has special expertise;