

# RSPCA Wigan, Leigh and District Branch



## Trustee Information Sheet

<b>Volunteer Role:</b>	Branch Trustee (also known as Committee Member)
<b>Branch Name:</b>	RSPCA Wigan, Leigh & District Branch
<b>Location:</b>	RSPCA Wigan PAWS Centre, York House, York Street, Wigan, WN3 4BY Telephone: 01942 824165 Email: <a href="mailto:contactus@rspcawigan.co.uk">contactus@rspcawigan.co.uk</a>
<b>Purpose of Role:</b>	To work as part of a team with other branch trustees led by the branch officers (the chairperson, treasurer and secretary), and with branch staff to manage the affairs of the branch and to promote and provide animal welfare services within the branch area.
<b>Training:</b>	Training is provided: You will receive induction training and can come along to committee meetings as an observer before becoming a trustee.
<b>Key Activities:</b>	<ul style="list-style-type: none"><li>• To work with other trustees and the branch manager to ensure proper management and control of the branch and its finances.</li><li>• To be familiar with the branch rules and follow them at all times.</li><li>• To work in conjunction with your fellow trustees and branch officers and jointly act in making decisions on the branch's activities and promotion of its work for the best interest of the branch and the RSPCA.</li><li>• To support local RSPCA inspectors and the key animal welfare priorities of re homing, neutering, micro chipping and welfare assistance.</li><li>• To assist with raising funds for the branch.</li><li>• To welcome and assist the integration of new trustees and volunteers.</li><li>• Where applicable and in conjunction with your fellow trustees, ensure the proper management and control of all activities and decisions relating to any premises held or staff employed by the branch.</li><li>• To act at all times as a good ambassador for the branch and the society.</li></ul>
<b>Time commitment:</b>	<ul style="list-style-type: none"><li>• To attend and actively participate in committee meetings. These are usually held on the fourth Wednesday of each month at 7pm and last between 2 and 3 hours.</li><li>• You also need to be available to attend other meetings and activities as required including the branch annual general meeting.</li><li>• You need to have some spare time to devote to help plan, organise and participate in all Branch events, especially collections.</li></ul>
<b>Minimum Duration of role:</b>	<ul style="list-style-type: none"><li>• Trustees are normally elected for a 12 month term at our Annual General Meeting (AGM) which is when the committee report to the branch membership on the events of the previous year, plans for the future and submit the annual accounts for approval before appointing the committee for the following year. There is no limit to the number of times a trustee may seek re-election to the committee.</li><li>• In between AGMs, if there are vacancies, new trustees may be invited to join the committee until the next AGM.</li></ul>



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<b>Experience / Skills / Knowledge / Personal Qualities Required:</b>	<ul style="list-style-type: none"><li>• Trustees must be aged 18 or over and have an interest in animal welfare.</li><li>• All trustees must be full members of the RSPCA - you can join online at <a href="http://www.rspca.org.uk/getinvolved/supportus/joinus">http://www.rspca.org.uk/getinvolved/supportus/joinus</a></li><li>• You must not be disqualified by law from acting as a charity trustee or nominee. In accordance with section 72 of the Charities Act 1993 you cannot become a trustee if any of the following apply to you:<ul style="list-style-type: none"><li>○ you've been convicted of a criminal offence involving deception or dishonesty (unless your conviction is spent<sup>1</sup>)</li><li>○ you're currently bankrupt</li><li>○ you've formally agreed to pay your creditors (e.g. composition, arrangement or trust deed) but haven't yet done so</li><li>○ you've been removed from a previous trusteeship by the Charity Commission or the Court because of misconduct or mismanagement</li><li>○ you've been disqualified from acting as a company director through a disqualification order</li></ul></li></ul> <p>It is a criminal offence to act as a charity trustee whilst disqualified.</p> <p>Note: Charities need to make sure their trustees are qualified and suitable. You will be asked to sign a declaration that you are not disqualified from acting as a charity trustee.</p> <ul style="list-style-type: none"><li>• You should enjoy working as part of a team and have good interpersonal skills.</li><li>• Good business acumen. Skills/knowledge in finance, fundraising, project management, business management, employment and/or charity legislation etc. are always needed and welcomed.</li><li>• Common sense and the ability to be impartial.</li><li>• The ability to communicate effectively at meetings, by phone and by email.</li></ul>
<b>Expenses:</b>	Information will be provided.
<b>Further Info::</b>	Contact Mr Bill Stubbs (Branch Manager) at the PAWS Centre

<sup>1</sup> A spent conviction is a conviction which, under the terms of Rehabilitation of Offenders Act 1974, can be effectively ignored after a specified amount of time. The amount of time for rehabilitation depends on the sentence imposed, not on the offence. This act aims to rehabilitate offenders by not making their past mistakes affect the rest of their lives if they have been on the right side of the law for some time. This means that a person who has spent convictions does not have to disclose the conviction to prospective employers, and employers cannot refuse to employ someone on the basis of spent convictions