

Job Description:

Title:	Trustee, Director
Reporting to:	Chair of the Board of Trustees
Responsible for:	International Cat Care Governance

Overview of the Charity

International Cat Care is an animal welfare charity passionate about improving the lives of cats, both owned and unowned. It understands that people are at the centre of making change and a cat friendly approach in all aspects of our relationship with cats, from veterinary care, population management, to the way we live with and care for cats, or produce them, is vital.

As a nexus organisation iCatCare works with many other organisations in all these different areas of cat care and has a long history of providing education, information and thought leadership on both cat health and wellbeing. The charity's veterinary division, the International Society of Feline Medicine, has been very successful in driving better feline veterinary care as well as introducing innovations such as Cat Friendly Clinic accreditation and the Journal of Feline Medicine and Surgery. Much information can be found on its website

www.icatcare.org

The duties of a trustee board member are to:

- Ensure that iCatCare complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- Ensure that iCatCare pursues its objects as defined in its governing document
- Ensure iCatCare applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- Contribute actively to the board of trustees by giving firm strategic direction to iCatCare setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Safeguard the good name, assets and values of iCatCare
- Ensure the financial stability of iCatCare.
- In addition to the statutory duties, each trustee should use their specific skills, knowledge, or experience to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has expertise.

Time Commitment

- Trustees are expected to attend an induction session with iCatCare prior to their first board meeting.
- Trustees are expected to attend all board meetings (either in person or on zoom). Board meetings are held four times a year during normal office hours.
- One meeting each year is allotted to a business meeting.
- Papers are distributed usually two weeks in advance of meetings.
- Trustees may be asked to join one of two sub-committees, each of which meets between 2 & 4 times a year, for approximately two hours, during normal office hours.
- Trustees can claim out of pocket expenses incurred in travelling to meetings.

Person specification

Each trustee must have:

- a commitment to the mission of iCatCare
- a willingness to meet the minimum time requirements
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of iCatCare.

The board of trustees collectively needs skills and experience including but not limited to the following areas:

- financial management, income generation and enterprise
- digital strategy
- trading subsidiaries
- marketing
- funding
- collaborative partnerships
- business acumen
- charity governance