Job Title: Trustee

Reports to: Chair of the Board of Trustees

Employee Responsibilities: International Cat Care Governance

Main Purpose of Job:

As a Trustee, you will actively contribute to giving firm strategic direction to iCatCare. You will support the development of overall policy, define goals, set targets and evaluate performance against agreed targets. You will work in partnership with the Executive Team and support our employees, helping them achieve the aims of the charity.

Main Responsibilities:

1. Ensure that iCatCare complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations.
2. Ensure that iCatCare pursues its objects as defined in its governing document.
3. 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.
4. 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.
5. Safeguard the good name and values of iCatCare.
6. Ensure the financial stability of iCatCare.
7. 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.

Knowledge, skills and experience required:

1. A commitment to the mission and vision of iCatCare.
2. A willingness to meet the minimum time requirements.
3. Honesty and integrity.
4. Experience of developing and implementing a strategic vision.
5. Good, independent judgement.
6. An ability to think creatively.
7. A willingness to challenge the status quo when required.
8. An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
9. Experience or understanding of:
   a. Financial management, income generation and enterprise
   b. Digital strategy
   c. Trading subsidiaries
   d. Marketing
   e. Funding
   f. Collaborative partnerships
   g. Business acumen

**Time commitment**

1. Trustees are expected to attend an induction session with iCatCare prior to their first board meeting.
2. Trustees are expected to attend all board meetings (either in person or virtually). Board meetings are held four times a year during normal office hours.
3. One meeting each year is allotted to a business meeting.
4. Papers are distributed usually two weeks in advance of meetings.
5. 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.
6. Trustees can claim out of pocket expenses incurred in travelling to meetings.
7. Trustees are expected to undertake relevant training/refresher training to ensure we are meeting our statutory obligations.