

Mid Antrim Animal Sanctuary Board of Trustees Vacancies

Mid Antrim Animal Sanctuary are currently seeking to recruit a number of dynamic, enthusiastic and committed new Trustees to join our Board of Trustees (Board).

This is an exciting opportunity to be involved in a local charity that places animal welfare at the heart of everything it does.

Mid Antrim Animal Sanctuary is governed by a Board who meet on a regular basis to provide strategic direction, oversee the work of the charity and support our staff to do their best work.

Mid Antrim Animal Sanctuary has a proud history of animal rehoming, education and relieving the stress of animals. Having celebrated our 25th successful year in 2021, we are looking for new Trustees to be involved in an engaging and decision-making role which puts animal welfare first.

We are seeking to appoint Trustees from a professional background, in particular, from the following areas:

- Income Generation, Fundraising and Sponsorships
- Charity Professionals (including Graduates of the Board Apprenticeship Scheme)
- IT/Communications (expertise in social media including fb, YouTube podcasts and Instagram as advantage)
- Experience of Volunteer Engagement, Management and Retention
- Education Professional
- Veterinary Sciences Professional (including Animal Psychologist)

This is an unremunerated position.

If you wish to learn more about the valuable work we do, please visit our website www.midantrim.org

Trustee Key Responsibilities

With other Trustees, to hold the charity 'in trust' for donors and current and future beneficiaries by:

- Ensuring they understand the charity's purpose as set out in the Articles of Association
- Understanding how the charity's activities are intended to further or support its purpose
- Accepting responsibility and being accountable for the performance of the charity and for its corporate behaviour
- Ensuring that the charity complies with all legal and regulatory requirements in line with its governing Articles of Association
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- Working in partnership with other Trustees and staff
- Participating in sub-committees, as the Board may establish, to further the objectives of the Charity
- Working with other Trustees, decide what will best enable the charity to carry out its charitable purpose
- Ensuring that the strategic plan and budget reflect the agreed strategic direction and are appropriate
- Agreeing the measures for objectively monitoring the progress of the charity towards its strategic goals
- Monitoring the achievements of the charity against the key measures from the strategic plan and budget
- Agreeing the charity's policies and ensure that they will support in the achievement of the strategic plans
- Ensuring that the charity has satisfactory financial control systems and procedures and reviewing the level of risk annually
- Safeguarding the charity's reputation, and other intangible assets
- Reviewing annually on the Board's performance and individual performance as a Trustee
- Contributing specific skills and experience in a constructive and supportive manner
- Working with other Trustees make balanced and adequately informed decisions thinking about the long-term as well as the short-term
- Ensuring that Trustees are not put in a position where the duty to the charity conflicts with personal interests or loyalty to another person or body
- Ensuring that no benefits are received from the charity unless it has been properly authorised and is clearly in the charity's interests

Registered Office

60 Greystone Road Antrim BT41 2QN

Mid Antrim Animal Sanctuary is a Company Limited by Guarantee Registration Number NI645182.

Registered with the Charity Commission Northern Ireland NIC106779 and accepted

as a charity by the Inland Revenue NI01075

- Acting responsibly, reasonably and honestly i.e. fulfilling the duty of prudence
- Ensuring the charity's assets are only used for to support or carry out its purpose
- Avoiding exposing the charity's assets, beneficiaries or reputation to undue risk
- Ensuring not to over commit the charity
- Taking special care when investing or borrowing
- Complying with any restrictions on spending funds or selling assets/land
- Putting in place appropriate safeguards and procedures and taking reasonable steps to ensure they are followed
- Acting with reasonable care and skill, making use of skills and experience and taking appropriate advice when necessary
- Committing enough time and effort to the role including attending regularly at meetings
- Demonstrating that the charity is complying with legal requirements is well run and effective
- Ensuring appropriate accountability to members
- Ensuring accountability within the charity, particularly when delegating responsibility for particular tasks to staff and volunteers
- Contribute specific skills and experience in a constructive and supportive manner
- Maintain proactive links with member organisations, professionals, and service users, wherever possible, ensuring an effective two-way flow of information
- Attending meetings of the Board of Trustees which take place monthly plus any extraordinary meetings as required
- Participating in any training that may be required

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