



Dog A.I.D. Trustee Recruitment 2020

Dog A.I.D. (Assistance in Disability) was established in 1992 to assist people with physical disabilities, improving their quality of life by helping them train their own pet dogs to provide assistance with day-to-day tasks and, in some circumstances, providing life-saving interventions.

In 1996, the Dog A.I.D. Scheme was launched nationally at Crufts and today has a team of over 100 Trainers and Assessors working on a voluntary basis across the UK from our base in Shrewsbury, Shropshire.

Dog A.I.D. is registered with the Charity Commission of England and Wales as a Charitable Incorporated Organisation (Registered Charity No. 1178719).

As at September 2020, there are 107 fully qualified Dog A.I.D. dogs throughout the country, with 118 more in training with 114 volunteer Dog A.I.D. Trainers. Training takes up to two years, with both dog and owner receiving specialist education from our network of trainers and attain fully qualified Assistance Dog status through three distinct stages. Training is on hold because of the Covid-19 restrictions and the need to keep people with disabilities and our volunteers safe.

What we are looking for

We are now looking to recruit a **new Treasurer and other trustees** to help Dog A.I.D. grow, bring in a broader range of skills, experiences and insight and further develop this small charity to enable many more people with physical disabilities to work with experienced volunteer trainers to train their own Assistance Dogs.

We have recently completed a skills audit and identified that we are particularly looking for expertise in the following areas:

- Access and Disability Rights
- Charity Governance
- Charity/Employment Law
- Equality, Diversity and Inclusion
- Fundraising
- HR/Training
- IT/Systems
- Marketing and PR
- Monitoring and Evaluation
- Safeguarding
- Volunteer Management

About the roles

Trustees are appointed for an initial three-year term, after which trustees would be eligible for reappointment. Three roles are elected through the charity's AGM: two Client Representatives and one Trainer Representative.



Dog A.I.D. (Assistance in Disability)

Earlyworld House, 7 Darwin Court, Oxon Business Park, Shrewsbury, Shropshire, SY3 5AL
Telephone 01743 588469 | Registered Charity in England and Wales Number 1178719 | www.dogaid.org.uk

How Dog A.I.D. is governed

Dog A.I.D.'s Board of Trustees is led by our Chair, Sandra Fraser, who has been instrumental in the charity's growth over the last decade and works closely with the staff and volunteer team.

Dog A.I.D. members contribute to the charity's development through volunteer roles, the AGM and our Client and Trainer Representative trustee roles.

Profiles of our current trustees can be found on www.dogaid.org.uk/meet-the-team

The role of a charity trustee

The Trustees collectively oversee and have legal responsibility for Dog A.I.D.'s governance, management and strategic development. If you are passionate about using your skills and expertise to help a small charity grow and support people with disabilities to become more independent through training their own Assistance Dog, joining Dog A.I.D. as a trustee would be a great opportunity.

As defined by The Charity Commission, trustees have six main [responsibilities](#):

- to ensure their charity's purpose is for the public benefit
- to ensure their charity complies with the governing document and the law
- to ensure their charity is accountable
- to act in their charity's best interests
- to manage their charity's resources responsibly
- to act with reasonable care and skill

The trustees meet at least four times per year. During the Covid-19 pandemic, the trustees have been meeting online by Zoom. Board meetings were previously held in Cannock with some attending by phone. Future plans for meetings include a blend of online and face-to-face meetings. Trustees are asked to make a commitment to attend each meeting and to represent the board on committee(s) where they have specific interests and/or expertise. Trustees are also asked to take part in training and strategic development meetings.

Out of pocket expenses incurred by the Trustees in the course of carrying out the role will be reimbursed in accordance with the organisation's expenses policy.

How to apply

Please send a copy of your CV and a covering letter to Sandra@dogaid.org.uk

Please use your covering letter to demonstrate how your skills, qualities and experience meet each of our requirements listed, and how they have helped you achieve relevant, positive results, as this will give you the best possible chance of being shortlisted.

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Treasurer Trustee

Responsibilities

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

Specifically

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

Person Specification

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly



Volunteer Role Description

Trustee

Responsibilities

- Ensure that Dog A.I.D. pursues its charitable objects, as defined in the Constitution, by developing and agreeing a long-term strategy
- Ensure that Dog A.I.D. complies with its governing document (Constitution), charity law and any other relevant legislation or regulations
- Ensure that Dog A.I.D. applies its resources exclusively in pursuance of its objects
- Safeguard the good name and values of Dog A.I.D.
- Ensure the effective and efficient administration of Dog A.I.D., including having appropriate policies and procedures in place
- Ensure the financial stability of Dog A.I.D.
- Declare any conflict of interest while carrying out the duties of a Trustee
- Appoint and support employees, monitor and review their performance
- Use any specific expertise, knowledge or experience to help the Board of Trustees reach sound decisions - this includes leading discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues where appropriate
- Attend all meetings, scrutinise papers in advance of meetings, and attend sub-committee meetings as appropriate
- Participate in other tasks as they arise from time to time, such as helping with fundraising and representing the charity at events or other opportunities
- Keep informed about Dog A.I.D.'s activities and wider issues which affects its work

Person Specification

- A commitment to Dog A.I.D. and its charitable objectives
- A willingness to devote the necessary time and effort to their duties as a Trustee
- 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 (*training and information will be provided*)
- An ability to work effectively as a member of the team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.