



VOLUNTEER OPPORTUNITY DETAILS

Opportunity role

Branch charity trustee

Branch/establishment name

Cornwall Branch
The William & Patricia Venton Animal Centre

Opportunity summary

To manage the affairs of the branch to promote and provide animal welfare within the branch area i.e. Cornwall & Isles of Scilly.

Location

Quoit
St. Columb
TR9 6JS

Key activities

To be familiar with and support the aims and policies of the RSPCA.

To be familiar with the branch rules and follow them at all times.

To work with your fellow trustees and branch officers and jointly act in making decisions for the best interest of the branch and the RSPCA.

Ensure the branch meets all the minimum animal welfare standards (MAWS). Where they are not met, work with national RSPCA staff to meet the standard as soon as practicable.

In conjunction with your fellow trustees write, adopt, monitor & review a branch development plan setting out the short and long term aims of your branch.

To actively participate in branch committee meetings and to attend the branch annual general meeting and regional conference.

To be aware of the outcome of regional board meetings and support regional initiatives.

To attend the trustee training course.

To actively promote and advertise the society in an ongoing programme to recruit new branch trustees and volunteers.

To welcome new trustees and volunteers to the branch.

Times and preferred duration of commitment

As a minimum, trustees are normally expected to attend a monthly committee meeting lasting 2 to 3 hours. The meetings are held at the Animal Centre on the first Tuesday of every month and start at 6.30pm. However, the commitment may vary dependent on whether or not the trustee takes on additional duties such as the role of chairman, treasurer or secretary. Trustees are elected for a 12 month term each year.

Experience/skills/knowledge/personal qualities required

New RSPCA trustees are provided with a document "Guidance for Branch Trustees" and may be asked to attend a training course which provides information and guidance about a trustee's role and responsibilities.

For further information contact

The main skills required are:

having access to email

being able to work as part of a committee

can read a balance sheet and make long term financial decisions

contribute to planning and attending fundraising events

being decisive and having a broad amount of common sense.

The Branch Administrator, Gillian Bevis, by emailing
gillian@rspcacornwall.org.uk

References will be taken up, and you will be invited to an interview at the
Venton Animal Centre.