



Animal Welfare Foundation (AWF) Board of Trustees: Terms of reference

Role

1. The Board of Trustees exists to:
 - Further AWF's overall purpose and mission, as set out in its governing document, and set its direction, values and strategy.
 - Make sure the work of the charity is effective, responsible and legally compliant.
 - Safeguard and manage people, finances, resources and property and ensure they are used to further the charity's purposes.
 - Maintain high standards of governance and openness.
 - Be accountable to those with an interest or stake in or who regulate the charity.

Authority and accountability

2. The Board of Trustees is responsible for ensuring proper and effective governance, is legally liable and accountable to its stakeholders

Composition

3. The Board of Trustees is composed of 8 members, including:
 - Chair of Trustees
 - Chair of AWF Grants Committee
 - Chair of AWF Education Committee
 - Treasurer
 - 2 BVA Officers
 - 2 Ordinary Trustees

Appointment of members

4. The appointment of Trustees is by application to the charity. AWF appoints using a blind recruitment process against a skills matrix in line with the role description. The appointments are approved by the Board of Trustees.

Election of chair

5. The chair is advertised when vacant.
6. The chair is elected by the Board of Trustees for a term of three years and may apply for a 2nd term of a further 3 years.

Role of chair

7. The chair leads the Trustee team and leads Board meetings. The chair works closely with the Charity Operations Manager on strategy, planning and operations.

Tenure

8. All members normally serve for a term of up to three years and may apply for a second term. Members may seek re-appointment for a third term following a break in service of at least one year.

Meetings

- 9.** The Board of Trustees meet quarterly, with a remote option available.

Conduct

- 10.** All Trustees are expected to act collectively, contribute to the work of the Board, both in and outside meetings, including reading papers, and contribute to discussions.
- 11.** All Trustees are expected to work collaboratively with AWF and BVA Officers and staff, communicate with courtesy, uphold AWF and BVA's values, and challenge attitudes and behaviours which are not consistent with those values.
- 12.** Trustees should not represent or present AWF or BVA's views on any policy matters to the media or government without prior approval.

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