

Replacing Animal Research

Board of Trustees Trustee Role Description

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Trustee Role Description

About Replacing Animal Research

For over 50 years, Replacing Animal Research has championed animal-free research by supporting and enabling scientists to use non-animal methods in biomedical research and testing. Our vision is a world where no animal suffers for science. We are brave, science-led, supportive, collaborative, and optimistic and above all, we love and respect animals.

Who are the Charity's Trustees?

The Charities Act 2011 defines charity Trustees as the people with responsibility for the 'general control and management of the administration of a charity'. Replacing Animal Research is a registered charity (number 1176266). Our constitutional document defines the current provision for the appointment of trustees. The current Board of Trustees comprises a minimum of 4 and a maximum of 12 members.

What is the Role of the Board of Trustees?

At its simplest, the role of the Board of Trustees is to make sure the charity's purpose is delivered and to safeguard the charity's assets, making sure these are only used for the charitable purposes specified. The Board of Trustees must always act in the best interests of Replacing Animal Research, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom they had responsibility. The Board of Trustees must act as a group and not as individuals.

Trustee Role

The Charity Commission publishes detailed guidance on the role of Trustees and the requirements to fulfil the role. To serve as a Trustee, individuals must be at least 16 years of age, must be properly appointed following the procedures and any restrictions in the charity's governing document and must complete the Trustee Eligibility Declaration provided by the Charity Commission. There are rules which disqualify certain people from being a Trustee of a charity. Being disqualified means that a person can't take on, or stay in, a charity Trustee position. Reasons for disqualification can include being bankrupt or having an individual voluntary arrangement (IVA), having an unspent conviction or previously been removed from such a role for misconduct. Further information is available on the Charity Commission website - [Automatic disqualification rules for charity trustees and charity senior positions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/charity-trustee-what-involved).

We recommend that all Trustees, and those considering becoming Trustees, are familiar with Charity Commission requirements - <https://www.gov.uk/guidance/charity-trustee-what-involved>.

In summary, the role of a Trustee at Replacing Animal Research is to:

1. Ensure the organisation is carrying out its purposes for the public benefit.
2. Comply with Replacing Animal Research's constitutional documents and relevant laws (including charity law).
3. Always act in Replacing Animal Research's best interests.
4. Ensure Replacing Animal Research's resources are managed responsibly.
5. Act with reasonable skill and care.
6. Give the role of trustee sufficient time and use any professional skills (e.g. financial or legal) in performing the role.
7. Ensure Replacing Animal Research is accountable for its activities.

The Seven Principles of Public Life

Trustees, as holders of public office, are expected to have the highest levels of integrity and must abide by the Seven Principles of Public Life (also known as the Nolan Principles). All Trustees must demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

- 1. Selflessness**
Holders of public office should act solely in terms of the public interest.
- 2. Integrity**
Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- 3. Objectivity**
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- 4. Accountability**
Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- 5. Openness**
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- 6. Honesty**
Holders of public office should be truthful.
- 7. Leadership**
Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Trustee Commitments

The role of Trustee requires an annual time commitment of around 8 working days. This includes:

- Preparation for and attendance at 6 General Board Meetings.
- Preparation for and attendance at sub-committee meetings as appropriate.
- Between meetings, Trustees may be asked to contribute to discussions via email or ad hoc telephone conferences on specific issues.
- Trustees may be asked to sit on or contribute to other project groups or activities from time to time.

An induction is provided for new Trustees as well as ongoing CPD opportunities to support them in their governance role.

Trustee Person Specification

Replacing Animal Research is committed to equality and diversity and welcomes applications from all parts of the community. All Trustees are expected to act as advocates and ambassadors for Replacing Animal Research. We are looking for Trustees who can demonstrate:

- A commitment to our purpose and aims and the strategic vision to support the Replacing Animal Research's future development.
- A willingness to devote the necessary time and effort to support the charity.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Sound, independent judgement and the ability to challenge constructively.
- The ability to work effectively as a member of a team and make decisions for the good of the charity.
- Excellent communication and interpersonal skills.
- Timely responsiveness to requests for information from Replacing Animal Research staff.

Collectively, the Board of Trustees needs skills and experience across a wide range of areas. These include:

- Expert knowledge of research on the use of non-animal methods from either an industry or academic perspective.
- The 3R's, specifically replacement.
- Charity legislation and governance.
- Fundraising and communications knowledge and experience.
- Digital tools and strategy.
- Charity finance and accounting.
- Science education or journalism.
- Collaborative partnerships.
- Policy and legislation related to animal use.
- HR or employment law.
- Data protection.

Responsibilities of the Board

The Board of Trustees holds legal liability for Replacing Animal Research and is responsible for governance and strategic direction. The Board must ensure that certain legal obligations are met as well as helping to define the long-term direction. Board-level responsibilities include:

- Ensuring support for trustee training and welfare.
- Overseeing performance and remuneration of the CEO.
- Providing support to the CEO.
- Managing recruitment and succession planning for the CEO.
- Approving Replacing Animal Research's strategic direction and key objectives.
- Monitoring delivery of the business plan (including signing off plans for recruitment, pay, and reward and recognition of staff) to achieve strategic objectives.
- Monitoring financial and reputational risks to Replacing Animal Research and overseeing mitigating actions.
- Signing off short and medium-term financial plans to ensure Replacing Animal Research's sustainability.
- Ensuring Replacing Animal Research complies with all relevant legislation and has appropriate policies and procedures in place, including Charity Commission requirements, employment legislation, fundraising regulator requirements, health and safety, and data protection.
- Appointing a Chair to the Scientific Committee.

Further Volunteering Opportunities

Trustees may be asked or may wish to volunteer their support for particular projects or working groups according to their expertise. This is separate from their role as a trustee and they would be acting as a volunteer under our standard volunteer procedures.