Trustee Recruitment Pack: Treasurer

RECRUITMENT INFORMATION FOR TREASURER OF THE BOARD OF TRUSTEES FOR AWF

AUGUST 2026

CHARITY REGISTRATION NO.

1192203

ADDRESS

7 Mansfield Street
London, W1G 9NQ

From the Chair

Liz Mullineaux
AWF Chair of Trustees

Thank you very much for expressing an interest in joining the Animal Welfare Foundation (AWF) Board of Trustees. AWF is the British Veterinary Association's (BVA) charity but retains independent management and governance via the AWF Board. Our association with BVA however, gives us a unique selling point; an engaged group of supporters across the veterinary professions (vets, veterinary nurses and the allied veterinary professionals) and the ability to magnify our messages through BVA's policy and lobbying work.

Having been an AWF supporter throughout my career, a trustee for the last three years and now chair of the Board, I am always amazed at what this charity achieves. Through funding of veterinary related research work, AWF has proven direct impact on the welfare of domestic and wild animals in the UK and provides a welfare focused evidence-base for veterinary professionals to use daily in their work. Dissemination of this research, alongside broader welfare focused education and debate, forms the basis of our educational offering. AWF educational resources target relevant students, early years veterinary professionals, the research community and our animal owning clients.

Many of our supporters, Board and committee members are veterinary surgeons, but to ensure good governance, provide some alternative thinking and non-veterinary skills, we are keen to recruit new trustees from outside of the veterinary professions. As a charity we have a varied financial portfolio that requires careful and appropriate management from a Board with relevant skills sets and we are keen to recruit appropriately.

Each Board member will bring their own skills to the role of responsible charity governance, but the Board will work as an effective and well supported team. Whilst being a trustee requires engagement and commitment, we will ensure that this fits into busy lives and is well supported by the AWF and BVA staff. Being part of the AWF Board should be enjoyable, an opportunity to work with a new group of people and most of all an opportunity to improve animal welfare through education and research.

If all this appeals to you, then we would love to hear from you. Thanks for taking the time to find out more.

Dr Liz Mullineaux FRCVS
Chair of the AWF Board
BVA Senior vice President

Our History

The AWF was established in 1983 by the British Veterinary Association (BVA) with the proceeds of a legacy from Colleen Macleod. The BVA members responsible for setting up AWF agreed that the funds should be placed in a charity which could operate with the sole aim of improving animal welfare. The charity has since functioned as an independent entity, while maintaining a close relationship with BVA.

Our Purpose

Veterinary expertise underpins all our work, giving us a unique insight into the many challenges facing us in animal welfare and the expertise and passion to deliver solutions. Our work covers four main areas:

- **Research** - we fund research projects that fill knowledge gaps and have a practical and positive impact on raising standards in animal welfare within the vetinary industry
- **Debate** - we create opportunities for stimulating debate, promoting and developing welfare knowledge within the veterinary profession
- **Influence** - working with BVA, we influence and contribute to the development of animal welfare policy
- **Education - w**e support the next generation of animal welfare advocates by offering student research grants

2026 and Beyond...

It's an exciting time to join AWF. We have recently welcomed a new Chair of Trustees and a new Charity Operations Manager, who are working together to strengthen the charity's governance, systems and strategic direction.

While AWF is a lean organisation, it still benefits from a close relationship with the British Veterinary Association, drawing on shared expertise and operational support while remaining an independent registered charity with its own Board of Trustees.

The Role: Treasurer

Purpose of the Role:

As we continue to strengthen the organisation, we are looking for a Treasurer to join our Board and help shape the next phase of AWF's development. The Treasurer plays a vital role in overseeing the charity's financial management, working alongside the BVA finance team, ensuring that its funds are managed responsibly, transparently and in line with its charitable objectives. As the Board's lead on financial matters, they will help shape AWF's financial governance, supporting the development of robust systems, processes and reporting as the charity continues to grow and evolve. Their insight will help ensure AWF is financially sustainable and well positioned to maximise its impact. As well as this, the Treasurer will work with the Board and lead the Audit & Risk Committee, to ensure that financial risks are identified, understood and managed appropriately as part of the charity's wider governance framework.

As a Trustee, the Treasurer shares collective legal responsibility for the governance of AWF. Working alongside fellow Trustees, they will help set the charity's strategic direction, support the delivery of its mission, and safeguard the charity's reputation and values.

Key Responsibilities:

- Make strategic, financial and governance decisions together with the Board.
- Support the Charity Operations Manager to deliver the charity's strategy.
- Scrutinise trustee meeting papers and attend trustee meetings (in person and virtual).
- Working with the Charity Operations Manager and the BVA Finance Manager, ensure financial records are accurate and compliant, and present and update Trustees on the financial position of AWF.
- Make recommendations to the Trustees on strategic financial planning and work with the Charity Operations Manager to develop the annual budget.
- Oversee the production of the accounts for the annual report liaising with external accountants and examiners.
- Lead on the monitoring of AWF's land assets in conjunction with the Charity Operations Manager, the BVA Finance Director, the Chair of Trustees and the land agent.
- ·Lead on the monitoring of AWF's investment assets in conjunction with the Charity Operations Manager, the BVA Finance Director, the Chair of Trustees and the portfolio management company.
- Develop AWF's reserves policy working with the Charity Operations Manager.
- Keep updated on the charity's activities and actively advocate for the work of AWF to improve engagement and reach.
- Draw on any business and personal connections and experience to enable the development of supportive partnerships.
- Understand and assess the merit of funding applications made to the charity with reference to AWF's aims and mission.
- Sit on the charity's 'Audit & Risk Subcommittee'
- Contribute to AWF activities such as supporting fundraising and attending the annual Discussion Forum.
- Occasionally represent AWF at external events and meetings as needed.

The Role: Treasurer

Essential Knowledge, Skills and Expertise:

- Strong financial literacy with the ability to confidently analyse and understand accounts, budgets, financial statements and cash flow forecasts.
- A professional background in finance management or accounts, with a professional qualification in finance or a related discipline (e.g. ACA, ACCA, CIMA, etc.), or equivalent senior-level experience in financial management, governance or commercial leadership.
- Thorough attention to detail, able to spot inconsistencies, ensure accuracy and robustness.
- Ability to communicate financial information clearly and effectively, enabling the Board to make informed strategic decisions.
- Commitment to the charity's objectives, aims and values.
- Willingness to devote time to carry out responsibilities.
- Good independent judgement, political understanding, and the ability to think objectively in the context of the organisation and external environment.
- Understanding and acceptance of the legal duties, governance responsibilities and liabilities of trusteeship.
- Ability to work successfully as part of a team, communicate effectively with others and think creatively.
- An interest in animal welfare issues.

Desirable Knowledge, Skills and Expertise:

- Experience of charity financial management.
- Previous experience as a Trustee, Governor or Board member.

Time Commitment

The time commitment for this role is flexible and dependant on both the needs of the charity and the appointed person's other commitments but roughly equates to an average 2 days per month. Some weeks you may spend 4 hours at a trustee meeting and another hour working with the Charity Operations Manager. Other weeks you may not be needed at all.

Things to know about becoming an AWF Trustee

- This is a volunteer role but all reasonable expenses will be paid, as per our Expenses Policy.
- Attendance at external events, including occasional overnight stays within the UK, could be required on occasion.
- Trustees are appointed for an initial period of 3 years.
- The Board meets 4 times per year. We try to do every other meeting in person at the BVA office (7 Mansfield Street, London, W1G 9NQ), with the other 2 meetings held on Teams.
- All new Trustees will receive an induction, organised by the Charity Manager.
- Applicants must be eligible to serve as a charity trustee under UK law. Please refer to the Charity Commission's guidance on trustee eligibility for details of disqualification criteria.
- Please note that trustees are expected to declare and manage any conflicts of interest at the time of application.
- We are committed to creating an inclusive organisation where everyone is treated with dignity, fairness and respect. We welcome applications from people of all backgrounds and are committed to promoting equality of opportunity, valuing diversity and fostering an environment where everyone can contribute and thrive. We will make reasonable adjustments throughout our recruitment processes and actively seek to remove barriers to participation.