



Ainmhithe Animal Rescue

***Charities Corporate
Governance
Document 2019***

ANIMAL RESCUE www.ainmhithe.com

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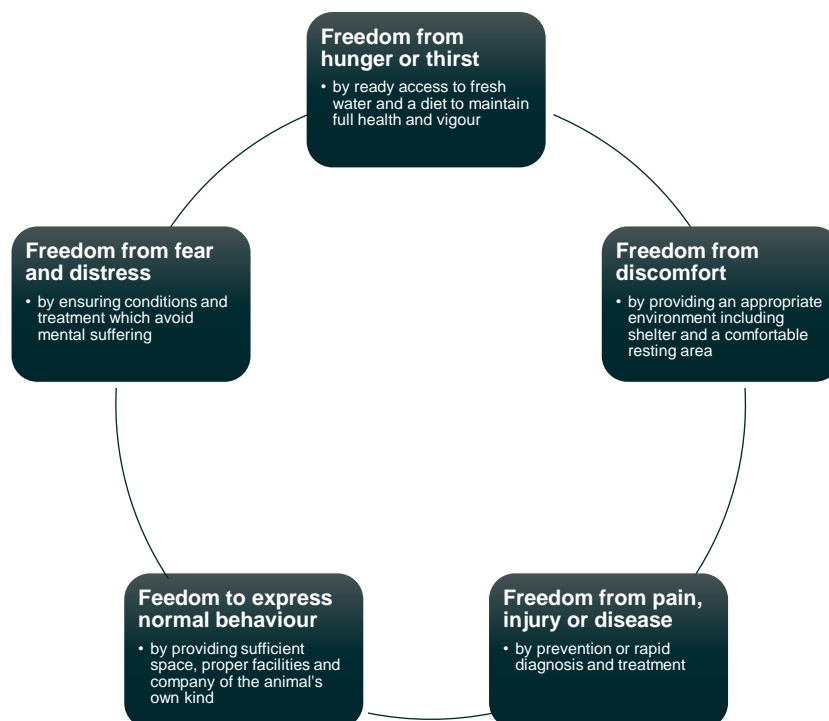
PRINCIPLE I – ADVANCING CHARITABLE PURPOSE

- We will continue to provide a sanctuary for stray and surrendered animals and provide a safe space for these animals so that they may be rehabilitated and rehomed. This will be achieved by careful rehabilitation and fostering if needed, as well as strict adoption protocols and home checks. For animals who we are unable to find a home (e.g. older pets) we will continue to provide a home for them in the sanctuary. We will also ensure all animals passing through Ainmhithe will receive relevant vaccinations and worming treatments to provide protection against common diseases.
- We are committed to improving the general public's attitudes regarding animal welfare in north County Mayo through education programs and through education sessions in our local schools, this will be provided by selected volunteers, and will benefit children around north County Mayo.
- In order to help promote responsible tracing of animals we will help to provide free animal microchipping to those who require it in our community, this will be done by certified volunteers who have undergone training in microchipping. This will enable compliance with the microchipping regulations and also enable more stray pets to be reunited with their owners.
- In keeping with the spirit of trying to reduce overbreeding of pets; we will stay committed to neutering all animals that come into our care. We will achieve this by continuing our free feline trap, neuter and release scheme which has been successful in reducing the overpopulation of stray cats in our locality. We will also continue to offer free spaying for the mothers of litters of pups surrendered to Ainmhithe, thereby reducing the reproduction of unwanted litters.
- We aim to provide a place providing up to date information regarding animals that are available for rehoming, and also where information can be posted regarding lost and missing pets. This will be achieved by continuing to provide an up to date social media presence using our Facebook page and our website www.ainmhite.ie.

This progress towards these aims and the effectiveness of the work of the charity will be monitored at the trustee's meetings, and the AGM.

PRINCIPLE 2 – BEHAVING WITH INTEGRITY

- The overall mission of Ainmhithe Animal Rescue is that all our rescued dogs, cats and equines find permanent, loving homes. We wish to educate members of the general public to have a responsible and positive attitude towards animals and their welfare
- Ainmhithe actively searches for permanent, quality homes for our dogs, cats and equines, and seeks to match the right pet with the right home following thorough pre-adoption screening and checks.
- We actively support, encourage, and promote neutering and spaying of dogs and cats. We pride ourselves on our no-kill policy, which means that the animals in our care stay with us for as long as it takes to find them their forever homes.
- Underpinning our work is the concept of the Five Animal Freedoms. These internationally adopted standards on the care of companion animals are at the heart of all our activities and help us to promote the physical and mental health of all the animals that we care for.



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- Conflicts of interest will be declared at trustees' meetings as a point of business, at the time of arising, or at the time of taking up of position. A register of interests will be maintained. The decision on conflict of interest will be made without the interested person present. The conflict of interest and the management of same will be documented in the records.
- Board members will be made aware of confidentiality requirements at each meeting.
- No out of pocket expenses are incurred due to the use of the charities van for all movement of animals, and petty cash availability. Any other expenses are paid for using the registered charity credit card, and invoices for each expense is kept on record.

PRINCIPLE 3 - LEADING PEOPLE

- The charity employs one paid employee, and several full time and part time volunteers.
- All volunteers are supported by a member of staff and have contact details for the sanctuary if any issues arise.
- A full employment contract in line with current workplace legislation is both signed and on record, held at the sanctuary headquarters, in line with GDPR legislation.
- Training in line with current animal transportation and animal handling guidelines is provided as part of employment when legislation or responsibilities of good practice require.
- Decision making is made at the trustees meeting by named trustees and members of the board. The staff's responsibilities are laid out in the contract of employment, and if any change is to be made to this it is decided at a trustees meeting, and then the change is communicated to the member of staff in line with employment regulations of change of responsibilities.
- At each AGM any change of operational policy will be decided on and implemented for the following year.

PRINCIPLE 4 - EXERCISING CONTROL

- Fundraising is carried out in line with the Charities Regulator's guidelines for same, and all fundraisers work on a voluntary basis and receive no payment for their work.
- All proceeds from fundraising are deposited into the charities bank account and records are kept at the charity's headquarters in relation to all payments into the bank account.
- The treasurer is responsible for the overall control of the charities budget, however day to day control is with a nominated full-time volunteer. All cheques must be signed by one of the signatories of the account at the time they are made payable.
- A risk register is compiled in the case of any risks occurring.

PRINCIPLE 5 – WORKING EFFECTIVELY

- Trustees are chosen for their roles depending on their possessing the necessary skills for the role.
- Regular board meetings are held, and trustees are informed of these in advance. Agendas are provided at same.
- All material facts are made available to enable trustees to make informed decisions, and if further clarification is needed, the decision is postponed until the next meeting with the relevant information provided.
- Board meeting agendas will always include reporting on activities, review of finances, and conflicts of interest recording, at a minimum, and the content of the meeting will be recorded in minute form.
- A time limit for trustees of nine years is in place to ensure diversity.

PRINCIPLE 6 – BEING ACCOUNTABLE AND TRANSPARENT

- In line with our core standards for accountability and transparency, the name and RCN of the charity is displayed on all written materials, e.g. email, social media and on the website.
- Stake holders are communicated with by email, on social media platforms and have contact details for the charity headquarters available on each of these for phone contact.
- The planning, decision making, and review processes are decided on by the board and trustees, however the website and social media platforms have space for contributions, suggestions and review by other stakeholders.
- Queries, comments and complaints by stakeholders can be communicated to the sanctuary by email, social media, website and phone, with the social media and website platforms having dedicated spaces for contacting the sanctuary.
- Accounts are kept in line with GDPR, and are reviewed by a certified accountant every year, these can be made available to stakeholders under FOI legislation, and also are made available at every trustees meeting and the AGM.