



# **TREASURER TRUSTEE APPLICATION PACK**

**Our vision is that no one  
in Cardiff goes hungry**

# CONTENTS

Page 3	Welcome from our Co-chairs
Page 4	Meet our current Treasurer
Page 5	What we do
Page 6	Treasurer role description
Page 9	Code of Conduct
Page 10	Our vision
Page 11	Link to website where you can download treasurer application form

## Welcome letter from Cardiff Foodbank Co-chairs

Hi, and thank you for requesting our trustee application pack.

We wanted to write and just give you some more information about our trustee board and to say how pleased we are that you have wanted to find out more about our work.

We are both recently retired and living in north Cardiff and being a trustee at Cardiff Foodbank has been our first experience of volunteering as a trustee and being part of a trustee board. We are both coming to the end of our first terms and took on being co-Chairs a year ago.

Being a trustee is important work and at times we have doubted our ability to do this job well :0) but we have a great group of trustees to work with and our staff and volunteers at the foodbank are so committed, so passionate and so talented at what they do that we have also experienced a great deal of pride and satisfaction.

We are looking to increase our current number of trustees (6) to 9 in the next few months and we have chosen this number deliberately to make sure that we have the time to support and look after our newer members. This means that even if you haven't been a trustee before, we are sure that we can help you to quickly become an effective, confident member of the board.

We are especially keen to hear from you if you have financial or fundraising skills, are comfortable speaking Welsh and/or are under 50 but the most important thing is that you have an enthusiasm to work to end hunger in our city!

We realise that being a trustee can seem a little daunting so if you would like to talk to one of us about the work before you apply please email [info@cardiff.foodbank.org.uk](mailto:info@cardiff.foodbank.org.uk) or send a text to 07903 842570 and one of us will get back to you.

We look forward to hearing from you,

With best wishes,

Karen and Lou  
Co-Chairs Cardiff Foodbank Board of Trustees



## Our Values

### Kindness

We give a warm welcome, in an inclusive, non-judgemental environment.

### Fairness

We believe in equality, social justice and work towards creating a more equal society.

### Gratitude

We are grateful for our volunteers, staff, donors and partners. And we say thank you, often.

### Respect

We treat everyone with dignity, empathy and understanding.

## Meet the current treasurer

"I have been incredibly proud to have acted as treasurer for Cardiff Foodbank, and have taken huge personal satisfaction from the progress we have made as a team to build a future for Cardiff where no one goes hungry

Where perhaps in my professional career it can be hard to see the impact of my work day to day, this really isn't the case at CFB. Every time I visit a food distribution centre where we hand out food to those who need it, or walk around our warehouse where we are fortunate enough to receive donations from the incredible people of Cardiff, I know the work I am doing is making a difference. This knowledge, combined with the many opportunities presented by the role to use existing / develop new skills have meant this role has been without doubt the most personally rewarding of my career.

So what's next? Well, having worked to establish an operationally sound, and financially robust footing for Cardiff Foodbank, it's now time to hand over the reins to someone to take this role on to the next level.

As our new treasurer, you will oversee the delivery of our strategic plan, ensure good financial governance is maintained, and help us navigate all the many and varied challenges and opportunities the future will no doubt hold. It will be a lot of fun, and I promise you the best decision you'll ever make.



Craig Palmer  
Current  
Treasurer

**brief history of cardiff foodbank** We give a warm welcome, in an inclusive, non-judgemental environment.

**Fairness**

We believe in equality, social justice and work towards creating a more equal society.

**Gratitude**

We are grateful for our volunteers, staff, donors and partners. And we say thank you, often.

**Respect**

We treat everyone with dignity, empathy and understanding.



# What we do

Cardiff Foodbank started in 2009 and is an independent charity. It was founded to provide emergency food assistance to people in need within the Cardiff area.

We are part of a nationwide network of foodbanks, **supported by Trussell**, working to combat poverty and hunger across the UK.

## Our work focuses on three areas:



### Providing emergency food

We provide emergency food parcels containing three days' worth of nutritionally balanced, non-perishable food. By offering food, we provide short-term relief for people's immediate needs.



### Giving Practical Support

Emergency food is only one part of the solution for someone in need. Our goal is to ensure that every food bank client receives important guidance, signposting and advice, to help them get out of their place of need.



### Campaigning for Change

The system that many of our clients are facing is broken, and to see the need for food banks decrease, something has to change. We will use the data we gather to address the drivers of poverty, build community development partnerships and campaign for change in our city.



## Our stats in 2023-24

Financial year

**20,158**

food parcels



**12,498**

adults



**7,660**

children



=

## Stock movement

**181.2** tonnes  
stock in

**206.7** tonnes  
stock out

## Treasurer role description

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of CARDIFF FOODBANK's financial affairs.

The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

### Treasurer role

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Monitoring and advising on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with Chief Executive.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Ensuring investments and assets are maximised.
- Lead on liaising with external financial consultants (Azets)

- Lead on the appointment of and liaison with external auditors (currently Azets).
- Oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.
- Keeping the board informed about its financial duties and responsibilities and liaising with the Chief Executive to develop the financial understanding of the Board of Trustees.

### What we are looking for

- A finance professional. A knowledge of charity finance is an advantage. Otherwise an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors
- In addition to the above, the Treasurer will also have the responsibilities and qualities of all trustees:

## Responsibilities of all trustees

- Support and provide advice on CARDIFF FOODBANK's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee CARDIFF FOODBANK's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve CARDIFF FOODBANK's financial statements.
- Provide support and challenge to CARDIFF FOODBANK's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in CARDIFF FOODBANK's operating environment.
- Contribute to regular reviews of CARDIFF FOODBANK's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect [charity name]'s interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of CARDIFF FOODBANK's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

## Attributes and qualities

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

## Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.

- Willingness to lead according to our values of respect and kindness
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

## **Terms of appointment**

### **Terms of office**

- Trustees are appointed for a 3 year term of office, renewal for 1 further term to a maximum of 6 years.
- This is a voluntary position, but reasonable expenses will be reimbursed.

### **Time Commitment (Estimated at 6/7 hours per month)**

- Attending 4 Board meetings annually. Currently meetings are held in person in central Cardiff.
- Monthly scheduled meeting with the CEO with flexibility to respond swiftly to the occasional ad hoc issues.
- Attending annual strategy / training sessions.



## Trustee code of conduct

As trustees we all sign this document to show that we understand what kind of behaviours and attitudes we need to have to be a trustee at Cardiff Foodbank.

We all want to work in an environment that is safe and respectful and by working within these guidelines we can make sure that this happens.

At the end of this code, we have added the Nolan/ 7 principles of public life which are the ethical standards that the Government sets for those working in the public sector.

## Our vision

This image reflects our priorities which were developed in consultation with staff and volunteers (which includes trustees). It shows you some of the planning and activities that go into delivering our vision that **'No one in Cardiff goes hungry'**.



## **Links to application documents**

### **Volunteer**

<https://cardiff.foodbank.org.uk/support-us/volunteer>

### **Why become a trustee**

<https://cardiff.foodbank.org.uk/support-us/volunteer>

### **Chat to us**

<https://cardiff.foodbank.org.uk/support-us/volunteer>

### **Documents you need to apply for a trustee role**

<https://cardiff.foodbank.org.uk/trustee-application-packs>