



TRUSTEE APPLICATION PACK

Our vision is that no one
in Cardiff goes hungry

CONTENTS

Page 3	Welcome letter from Co-chairs
Page 4	What we do
Page 5	Trustee role description
Page 7	Trustee Code of Conduct
Page 8	Our Vision
Page 9	Links to application documents

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 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.

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

Trustee Role Description

Our trustees play a vital role in making sure that CARDIFF FOODBANK achieves its core purpose. They oversee the overall management and administration of the charity.

They also ensure that CARDIFF FOODBANK has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the senior leadership team to enable CARDIFF FOODBANK to grow and thrive, and through this, achieve our goal of ensuring that no one goes hungry in Cardiff.

Trustees work together and have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties

Support the senior leadership team and provide them with advice on CARDIFF FOODBANK's purpose, vision, goals and activities.

Approve operational strategies and policies and monitor and check on their implementation.

Oversee CARDIFF FOODBANK's financial plans and budgets and monitor and check the 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 their work.

Keep informed about the levels of poverty, especially food poverty and the reasons why people are in need in Cardiff

Contribute to regular reviews of CARDIFF FOODBANK's own systems for making decisions. Attend Board meetings, adequately prepared to contribute to discussions.

Use independent judgment, acting legally and in good faith to promote and protect CARDIFF FOODBANK's interests, to the exclusion of their own personal and/or any third party interests.

Contribute to the achievement 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 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.

Who are we looking for?

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.

We are looking to appoint three new trustees to bring the total number to 9. We are hoping to find one new trustee with significant financial experience,

Personal skills and qualities

Willingness and ability to understand and accept their responsibilities and commitments 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 three-year term of office, renewal for one further term to a maximum of six years.

This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment – estimated at four hours per month

Attending four Board meetings annually. Currently meetings are held in person at Unit G Cardiff Bay Business Centre Titan Road Cardiff CF24 5BS

Attending approximately two days of annual strategy / training days per year

Sub-Committee membership
Ad hoc and occasional support through working groups and / or support to the senior leadership team.

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>