

Secretary Application Form

Thank you for your offer to volunteer as Secretary of Cirencester Foodbank. If you have any questions about your application or would like help completing the form, please contact Anne Currie, Chair of Trustees: chair@cirencester.foodbank.org.uk

Secretary Role

Responsibilities:

- To ensure that there is a record of all Trustee Board correspondence
- To ensure that arrangements for Trustee meetings are communicated to the rest of the board, including when and where, inviting trustees to send agenda items and board papers and providing to the board with previous meeting minutes in good time prior to the meeting.
- To ensure decisions and policy creation/adaption are clearly recorded in formal minutes, with who will do what and when as agreed by the Trustee board.
- Ensure formal minutes are taken, produced and distributed to the rest of the trustees in good time, as well as ensuring previous meeting minutes are filed once approved by the trustee board.
- To check that actions have been taken following decisions at previous meetings.
- To ensure the trustee board meets its legal obligations, including reporting, meeting charity and company law, as well as insurance requirements.
- To ensure that the annual report (to go alongside annual accounts) is produced and sent to the Charity Commission of England & Wales.
- (optional, depending on availability of applicant) to ensure a record is kept of the trustee away days and follow up on actions arising.

When:

Approximately 4 board meetings per year (Mar, Jun, Sep and Dec) and up to two trustee away day events per year (expected to be half day events held in working hours) (*responsibilities for away days optional and subject to availability of applicant*). Pre-meeting preparation and circulation of papers and post meeting circulation of minutes and post meeting actions follow up.

Time commitment:

Averages out at approximately 5 hours per board meeting (20 hours per year); an additional 10 hours if away days included.

Requirements:

Previous experience or an ability in:

- administrative procedures
- writing clearly
- ability to provide clear advice on procedural and relevant regulatory matters
- proficient in MS Office applications and comfortable with learning new IT systems as required (eg Google Docs, Dropbox) and accessing online services

About You

SECTION 1 - General Details

First name:

Last name:

Contact number:

Email Address:

Date of Birth (DD/MM/YY) {optional}:

Please note if you provide your date of birth, we use this for volunteer recognition purposes.

Home address:

Emergency Contact

Name:

Contact number:

SECTION 2 – About Your Volunteering

What are your main motivations for applying to volunteer with us? (Please select two)

- ☐ Give something back
- ☐ Build new skills
- ☐ Gain experience
- ☐ Help others
- ☐ Make a difference

- ☐ Other **(please add here:)**

- ☐ Help a great cause
- ☐ Meet people and make friends
- ☐ Be part of a team
- ☐ Support my local community
- ☐ Enhance my CV

Is there anything you would like to tell us about your availability to volunteer?

How did you hear about this volunteering opportunity:

(Please select one)

- | | |
|--|--|
| <input type="checkbox"/> Google | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Food Bank website | <input type="checkbox"/> Media |
| <input type="checkbox"/> The Trussell Trust website | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Other (please add here:) | |

SECTION 3 – About You

It is important to us that people who use our services are also helping to shape them.

Do you have experience of using a food bank?

☐ Yes ☐ No

Please explain how you meet the requirements for the Secretary role:

Why have you chosen to volunteer with us?

Would you need any additional support when volunteering? ☐ Yes ☐ No

If yes, please provide details:

SECTION 5 – References

Please provide details of 2 referees who you have known for a minimum of 6 months and are aged over 18 years (e.g. friend or colleague) They must not be a family member.

Referee 1

First name:

Last name:

Contact number:

Email address:

Referee 2

First name:

Last name:

Contact number:

Email address:

Please confirm we can contact your referees at the point of being offered a volunteering role with us:

☐ Yes

☐ No - If not when can we contact them?

SECTION 6 – Consent and Declaration

I confirm that the above information is complete and correct. I consent to the processing of this data in the consideration of my application and during the course of my volunteering, where applicable. If your application is unsuccessful, your application form will be kept for one year, unless you ask us to delete it sooner.

Signature:

Date:

Please return the completed application form to recruitment@cirencester.foodbank.org.uk.

Thank you for your interest in volunteering with us.