



TRUSTEE TREASURER APPLICATION PACK

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

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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 challenging 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 trustee@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 our 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 Cardiff Foodbank. 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
Current
Treasurer

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 2024-25

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

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 the CEO (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 the appointment of and liaison with external auditors.

- 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 [charity name]'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 Cardiff Foodbank'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
- 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 one further term to a maximum of 6 years.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time Commitment (Estimated at 7hrs per month)

- Attending 4 Board meetings annually. Currently meetings are held in person at Cardiff Foodbank's warehouse and offices (16 hours per year)
- In addition to the Board meetings, you may want to join one of our smaller groups that oversee specific aspects of the charity's work. Currently we have three groups – Finance and Income, Impact and Monitoring and People. These groups meet on average about 6 times per year for around an hour. These meetings are held via Zoom or Teams. (6 hours per year)
- Attending training to a maximum of 2 days per year. (8 hours per year)
- It is common for us also to spend some time supporting the senior staff and each other on specific issues. This might number perhaps 1hr per month. (12 hours)
- Reading and information gathering. Prior to meetings and events, trustees are likely to spend between 1 and 3 hours going over the papers and documents (calculated at 2hrs on average = total 20hrs annually)
- Monthly catch-up sessions with CEO and preparation (24 hrs per year)

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'**.



CARDIFF FOODBANK: NEW TRUSTEE RECRUITMENT - APPLICATION

1. PROCESS

Please answer the four questions below.

We would also like you to include a cv, but we will choose people to interview primarily based on your answers to these questions.

Using these questions will make it easier for you to focus on the key qualities that you need to have to be a great trustee. It also makes it easier for us to see whether your experience and attributes make you a good fit for us.

Please put your answers on a new document.

2. THE QUESTIONS

Q1 Why are you interested in becoming a treasurer with Cardiff Foodbank?

Q2 Why do you think you are a good fit for this role?

Q3 Please describe an achievement that you are particularly proud of. It can be an experience from your work, education, volunteering or just your personal life.

Q4 What do you think you will enjoy most about being a treasurer? What do you think might be difficult?

3. WHAT HAPPENS NEXT?

Send your answers and CV to trustee@cardiff.foodbank.org.uk or by post to:

The Trustees, Cardiff Foodbank,
Unit G, Cardiff Bay Business Centre,
Titan Road,
Cardiff,
CF24 5BS.

We will be in touch to let you know whether we would like you to come to an interview.

Thank you for your interest in working with us.