

Appendices - Trustee Role Descriptions

Role: Chair

Overview of the role:

This role involves leading and overseeing the Trustee board in ensuring the effective performance of its legal, regulatory and governance responsibilities.

As Chair, you will ensure that you comply with your charity's governing documents, charity law requirements and other laws that might apply to your charity. You must act in your charity's best interest, including doing what you and your co-trustees decide will best enable the charity to carry out its purpose, as well as making balanced, informed decisions.

It is also an essential part of the role to work with the Foodbank Manager to support them to achieve the vision/objects of the food bank and to ensure there is a positive relationship between the trustee board, food bank staff, volunteers and any other stakeholder.

Key Responsibilities

- Chair trustee meetings so that the board functions effectively and carries out its duties.
- Ensure the board sets an overall direction for the food bank with clear objectives.
- Ensure that the business of meetings is dealt with and decisions are recorded and implemented.
- In consultation with the rest of the board, to recruit board members with relevant expertise and experience when required.
- To manage your charity's resources responsibly, including ensuring the charity's assets are used only to carry out its purpose, avoid undue risk and not over-commit the charity.
- To ensure the board regularly reviews its structures, roles, relationship to staff and implements changes if and when necessary.
- To ensure that there is appropriate line management in place to manage the Foodbank Manager.
- Ensure an effective relationship between staff, volunteers and stakeholders.
 - To plan with the Foodbank Manager, an annual schedule of any subcommittee/steering group meetings and other key events which board members should attend.
 - To work alongside the Foodbank Manager to ensure there is appropriate communication between the trustee board and staff, volunteers and any other stakeholder.

About You

- An ability to lead a trustee team in a supportive and confident manner.
- Excellent meeting and presentation skills.

Role: Treasurer

Overview of the role:

This role involves leading on the financial affairs of the food bank and ensuring that they are conducted within the required legal, accounting and good practice conventions.

It is also the responsibility of the treasurer to work in partnership with the chairperson and trustees to ensure the financial viability and development of the organisation.

Key Responsibilities

- Ensure the trustee board fulfils its financial responsibilities.
- Ensure that the food bank has proper systems for budgeting, financial control, insurance, and reporting.
- Inform the trustee board members of the finances of the food bank by written report, at least on a quarterly basis ensuring that the board have a clear picture of the financial health of the food bank.
- Ensure that financial reports:
 - Are comprehensible and properly discussed at trustee board meetings.
 - Are provided in the proper format and at the proper time, as required by the relevant charity regulator body (Charity Commission of England & Wales, Charity Commission of Northern Ireland or OSCR etc).
 - Have properly appointed auditors or independent examiners (on income over £25k).
 - Are reported on an annual basis at annual general meetings (AGMs).

About You

- Strong knowledge of legislation and responsibilities relating to the lead area and a charity's responsibilities.
- Ability to lead confidently and supportively on matters relating to the lead area.
- Previous experience or an ability in:
 - Financial accounting and reporting procedures.
 - Communicating financial information to those who may have little or no financial background.
 - Keeping all financial records up to date (bookkeeping).

Role: Trustee Lead for (Health & Safety / Data Protection / Safeguarding)

(3 roles)

Key Responsibilities

- Ensure the Trustee Board understands its legal and regulatory responsibility for the charity in the area they lead on.
- Ensure, with operational support, that all relevant policies and risk assessments are in place and kept up to date with changes in internal and external requirements in the area they lead on.
- To continuously keep up to date with current legislation, regulations and best practice in the area they lead on, and ensure changes are reflected appropriately across food bank centres and the warehouse in the relevant manner.
- Ensure all relevant staff, trustees and volunteers are suitably trained and aware of correct processes to follow if concerns arise in the area they lead on.
- Act as the allocated Trustee contact for the area they lead on, ensuring concerns or issues are escalated appropriately and the Board is informed.
- To regularly communicate to the rest of the trustee board via trustee meetings or any other communication any relevant information and changes as outlined above regarding the area they lead on.

About You

- Strong knowledge of legislation and responsibilities relating to the lead area and a charity's responsibilities.
- Ability to lead confidently and supportively on matters relating to the lead area.