

TRUSTEE JOB DESCRIPTION

(Secretary)

Role: Secretary

Where: Slough Foodbank

When: To attend 10 board meetings a year, which are held on the second Monday of each month from 7.00pm – 8.30pm. on zoom. To attend one or two 'Awaydays' in November and May which are on a Saturday normally from 10.00am – 4.00pm

The board reserve the right to terminate a trustee's appointment when they miss 4 consecutive board meetings without a valid reason.

Time Commitment: 3 hours a week or when required.

Overview of the role: This role involves leading on the administration duties of the food bank and trustee board, ensuring that they are conducted within the legal requirements, with board meetings being properly administratively serviced etc.

Responsibilities

- To ensure that there is a record of all Trustee Board correspondence.
- To ensure that arrangement for Trustee meetings are communicated to the rest of the board, including when and where, inviting trustees to send agenda items 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 to 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 signed by the chair once approved by the trustees board.
- To check the 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 all relevant stakeholders are informed of the annual general meeting aka 'Awayday'
- To liaise with the Treasurer to ensure that the annual report (to go alongside annual accounts) is produced and sent to the relevant charity regulator body.

Objectives of the food bank:

- To ensure the Trustees board develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.

Other responsibilities, along with the board of trustees, including.

- To work alongside the trustee board to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined – on income over £25k – and made publicly available when necessary.
- Ensure the charity is accountable, actively complying with statutory accounting and reporting requirements and the law.

- To ensure appropriate financial plans are in place for future budget allocations as well as looking after contractual agreements with external partners that award money for core cost and additional projects.
- To help promote the organisation to a wider audience of potential funders and beneficiaries.
- To ensure the foodbank has appropriate procedures to comply with current legislation and good practice, including employment health and safety, equal opportunities, safeguarding and GDPR compliance/data protection etc.
- Act with reasonable care and skill, giving your time, thought and energy to your role.
- To serve as an additional promoter of the food bank in the community.

What we are looking for:

- Slough Foodbank is looking for people willing to bring energy, enthusiasm, and most of all commitment to the role, and who will broaden the diversity of thinking of our board.
- New Trustees do not need any previous governance experience as Trussell Trust will provide a full induction and training.

About you

- A knowledge of and commitment to the work of Slough Foodbank

Previous experience or an ability in

- Administrative procedures
- Writing clearly
- Ability to provide clear advice on procedural and relevant legislative matters.

Benefits of volunteering

- Using your existing skills to make a difference.
- Meet new people who share your passion to eradicate poverty in the local community.
- Make a real difference to the running of the food bank.

Impact of your role

- By leading on the administrative matters of the food bank board, you are part of providing a vital holistic support function in your local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with Slough Foodbank.

How to apply

Please complete the online application form.

Slough Foodbank is a faith-based charity motivated by Christian principles, follows biblical values and has strong associations with local churches. In order to preserve the charity's distinctiveness, the Trustees of

Slough Foodbank reserve the right to make appointment of Trustees who are loyal to the Christian ethos of the charity.