

TRUSTEE JOB DESCRIPTION

Role: Trustee

Where: Slough Foodbank

When: To attend 10 board meetings a year, which are usually held on the second Monday of each month from 7.00pm – 8.30pm. on zoom. To attend one 'Awayday' in November which is normally on a Saturday in November 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:

- 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.
- Support and provide advice on Slough Foodbank's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee Slough Foodbank's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of Slough Foodbank.
- Ensure that key risks are identified, monitored, and controlled effectively.
- Review and approve Slough Foodbank's financial statements.
- Keep abreast of changes in Slough Foodbank's operating environment.
- Attend Board Meetings and be adequately prepared so you can contribute to discussions.

Objectives of the food bank

- To ensure that the Trustee 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, include:

- Ensure the charity is accountable, actively complying with statutory accounting and reporting requirements and the law.
- 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.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interest of Slough Foodbank.

- Ability to think creatively and strategically, exercise good, independent judgment 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.
- A willingness to lead according to our Slough Foodbank values.

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

- You will be part of a team 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.

Support

New Trustees do not need any previous governance experience as Trussell Trust will provide a full induction and training.

How to apply

To apply: Please email comms@slough.foodbank.org.uk using the subject title: 'Slough Foodbank Trustee Role', with a covering letter explaining relevant experience and CV.

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.