

**Role:** Trustee

**Where:** Banbury Foodbank (Trussell Trust)

**When:** 4 - 6 Board meetings per year (in-person and remote) plus ad hoc contact with the Chair/Trustees between meetings.

**Time commitment:** Approximately 2 hours per week

**Overview of the role:**

Banbury Foodbank are seeking to recruit Trustees with an interest in helping others, who are willing to uphold the food bank's values, and who can bring life experience to the board of trustees. Trustees have collective responsibility for the governance of the organisation and for all decisions made by the Board. They set the strategic direction for the organisation, ensuring alignment to our values, and are responsible for setting organisational policy, defining goals, agreeing the financial plan, evaluating performance, and ensuring that strong relationships are maintained between the Trustees and the Management & Volunteer Team.

*Key tasks:*

- To manage the 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 implementing changes if and when necessary.
- To develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.
- To work alongside the Treasurer and the 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.
- To 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 costs and additional projects.
- To help promote the organisation to a wide audience of potential funders and beneficiaries and community stakeholders.
- To ensure the food bank has appropriate procedures to: comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding & GDPR compliance/data protection etc.
- To act with reasonable care and skill, giving your time, thought and energy to your role.
- To prepare for and regularly attend and participate in board and subcommittee meetings and any trustee away days.
- To provide ad hoc support to the staff team and volunteers from time to time.
- To act at all times in accordance with the foodbank's trustee code of conduct.

The Trustees may also undertake additional work for the charity between meetings subject to their availability and skill set.

## **About you:**

We are looking for people who want to help their local community and work towards the eradication of food poverty whilst support the food bank to continue to provide emergency food to people who find themselves in crisis. Our ideal candidates would demonstrate a:

- Knowledge of and commitment to the work of Banbury Foodbank.
- Willingness to actively participate in discussions concerning needs of the foodbank's beneficiaries, staff, and the trustee board.
- Willingness to act in the best interest of the charity.
- Sound, independent judgement and ability to think creatively.
- Working effectively as a team member and demonstrating a willingness to learn and develop.

The food bank would particularly welcome applications from those with experience in one (or more) of the following areas:

- Fund Raising
- Managing in an operational environment
- Campaigning
- Safeguarding

## **Benefits of volunteering:**

- Use 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 supporting the governance of the food bank, you are 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 Banbury Foodbank.

## **Support**

A full trustee induction is in place to support the prospective candidate within their role, as well as access to training opportunities to develop in your role as a trustee.

## **Please note:**

- You must be 18 or over and must not be disqualified from acting as a trustee and declare any conflict of interest while carrying out the duties of a trustee.
- Trustees are appointed for a minimum three-year term of office, renewal for a further three terms to a maximum of six years.
- This is a voluntary position, but reasonable expenses are reimbursed.