

Role: Trustee

Where: Borehamwood Foodbank, 291 Shenley Road, Borehamwood, Herts WD6 1TG

When: Board Meetings are held in-person approximately every 2 months with additional informal briefing sessions as required. Sub-Committees also take place as required, either in person or virtually. Candidates must live within reasonable travelling distance of the foodbank.

Time commitment: Flexible, although generally an average of approx. 3-6 hours per week (or approximately 15- 20 hours per month) is expected. Term 2 - 3 years.

Overview of the role:

Borehamwood Foodbank is affiliated to the Trussell Trust and currently has 6 dedicated and experienced trustees with wide ranging skill sets. We are seeking to recruit additional 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 productive relationships are maintained between the trustees, foodbank staff and our team of volunteers.

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 whenever necessary.
- To develop a long-term strategy for the foodbank with clear objectives which can be monitored and adapted.
- 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.
- 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 are encouraged to visit the food bank regularly and interact with staff and volunteers. They may also undertake additional voluntary work for the charity 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 supporting the food bank to continue providing emergency food to people who find themselves in crisis. Our ideal candidates would demonstrate:

- A commitment to the work and mission of Borehamwood Foodbank.
- A knowledge and passion for your local community, including experience of living or working in or close to the Borough of Hertsmere.
- Excellent communication skills.
- Willingness to actively participate in discussions concerning needs of the foodbank's beneficiaries, staff, and the Board of Trustees.
- Willingness to act in the best interest of the charity.
- Sound, independent judgement, and the ability to think creatively.
- Working effectively as a team member and demonstrating a willingness to learn, develop and collaborate.

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

- Health & Safety
- Human Resources
- IT, Communications and/or Social Media
- Charity Law
- Voluntary Sector or Business Management

Whatever your background, we want to make sure you are supported and empowered and enjoy your time volunteering with us. We know that having volunteers from a diverse range of backgrounds, with varying experiences, can help to make what we do as effective as possible. As such, we welcome all applicants regardless of age, religion or beliefs, disability, ethnic background, gender reassignment, sex, or sexual orientation. We also encourage those with lived experience of poverty to apply. Please supply us with any relevant volunteering or trustee roles that you have undertaken in the past.

Benefits of volunteering

- Feeling you are making a difference whilst volunteering with us.
- Meeting new people and being part of a motivated team who share a passion to eradicate poverty in our community.
- Building a movement of change with our volunteers, staff, and the people who use our food bank.
- Bringing our staff, volunteers, and trustees together to achieve our vision.
- Gaining a greater insight and understanding of local agencies and partnerships.

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 encounters Borehamwood Foodbank.

Support

A full trustee induction is in place to support the prospective candidate within their role, as well as access to ongoing training provided by the Trussell Trust. You will be closely supported by other trustees to help understand the mission of our charity and to assist you in your new role.

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 normally appointed for a term of office lasting 2 or 3 years, whilst this can be extended.
- This is a voluntary position, but reasonable expenses are reimbursed.