

Role: Chairperson

Where: Leeds North & West Foodbank

When: Approximately 6 Board meetings per year usually once every 2 months

Time commitment: approximately 2 hours per meeting in addition to 4/5 hours per week

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 may 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 alongside the Chief Executive Officer(CEO) to support them to achieve the vision /objectives of the food bank and to ensure there is a positive relationship between the Trustee Board, food bank staff, volunteers and any other stakeholder.

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.

Key tasks

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.
- 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 structure, roles and relationship to staff and implementing changes when necessary
- Ensure that there is appropriate line management in place to support the CEO.

Objectives of the food bank

- To ensure that the Trustee Board develops a long term strategy for the food bank with clear objectives which can be monitored and adapted.
- Ensure an effective relationship between staff, volunteers and stakeholders
- To plan with the CEO an annual schedule of any sub committee /steering group meetings and other key events which Board members should attend
- To work alongside the CEO to ensure there is appropriate communication between the Trustee Board and staff, volunteers and any other stakeholders.

Other responsibilities along with the Board of Trustees, include:

- To work alongside the Treasurer and the Trustee Board to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined and made publicly available when necessary.
- Ensure your 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 wider audience of potential funders and beneficiaries.
- To ensure the food bank has appropriate procedures to comply with current legislations and good practice, including employment, health and safety, equal opportunities, safeguarding & GDPR compliance/data protection.
- 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.

About you

- A knowledge and passion for your local community.
- Excellent communication skills.
- Willingness to actively participate in discussions concerning needs of the food bank's beneficiaries, staff, and the Trustee Board.
- 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.
- A knowledge of and commitment to the work of Leeds North and West foodbank.
- An ability to lead a Trustee team in a supportive and confident manner.
- Excellent meeting and presentation skills

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 the Trustee 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 Leeds North and West Foodbank.

Support

A full Trustee induction is in place to support the prospective candidate within their role, as well as access to local Voluntary Action Trustee training.