



Trustee Role Description Glasgow South East Foodbank

Where: Currently meetings are held at Govanhill Workspace 69 Dixon Road, adjacent to the Foodbank's distribution centre.

When: Approximately six board meetings annually in addition to attending annual strategy and training days.

Time commitment: Averages out at approximately 2-3 hours/week

Background: Our trustees play a vital role in ensuring Glasgow SE Foodbank meets its core purpose by overseeing the overall management and administration of the charity. They also ensure that Glasgow SE Foodbank has a clear strategy and that our work and goals are in line with our vision.

Overview of the role: As a trustee you are responsible for the governance of the foodbank and setting the strategic objectives. Board members have a collective responsibility, meaning trustees always act as a group and not as individuals. As a small charity, there may be times when the trustees will need to be actively involved beyond Board meetings. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

Duties:

- Support and provide advice on Glasgow SE Foodbank's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Glasgow SE Foodbank's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Glasgow SE Foodbank's financial statements.
- Provide support and challenge to Glasgow SE Foodbank's management team in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Glasgow SE Foodbank's operating environment.
- Contribute to regular reviews of Glasgow SE Foodbank's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Glasgow SE Foodbank's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of Glasgow SE Foodbank's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Personal skills and qualities:

- Willingness and ability to understand and accept their responsibilities and liabilities as a trustee and act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement 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.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

About you:

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board. We would welcome applications from those with:

- A knowledge of and commitment to the vision and values of Glasgow SE Foodbank and the Trussell Trust.
- Good team working skills and a willingness to actively participate in several areas of the foodbank's governance activities in a supportive and confident manner.
- A willingness to learn new skills and support the staff and volunteers of Glasgow SE Foodbank.

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.
- Enhance professional skills such as decision making, communications, teamwork and critical analysis and boost your employability.

Impact of your role:

By supporting the governance of the food bank operation, 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 Glasgow SE 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 help you develop in your role as a trustee.

Please note:

- You must be 16 or over and must not be disqualified from acting as a trustee and must declare any conflict of interest while carrying out the duties of a trustee.
- Trustees are appointed for a minimum two-year term of office, renewal for a further four terms to a maximum of ten years.
- This is a voluntary position, but reasonable expenses are reimbursed.