

**Role:** Trustee, Treasurer Role

**Where:** Glasgow South West Foodbank

**When:** Six board meetings per year

**Time commitment:** Two hours per board meeting, in addition to time to deliver treasurer's responsibilities outlined below.

**Overview of the role:**

Glasgow South West Foodbank has provided over 700,000 meals to people living in the South West of the city since 2013. From 2023 it has been based in its own warehouse in the Govan area, delivering its services from five distribution points in local churches and community venues.

We are part of the Trussell Trust network and are a Pathfinder Foodbank, exploring ways of delivering services more effectively to our clients to resolve the issues they face, and ultimately reduce their need to come to us. We are also heavily involved in work in the city aimed at tackling food insecurity through cash first approaches being developed by the new Glasgow Fair Food for All Partnership.

We are seeking four new trustees to become members of our board. Trustees ensure that the food bank acts in conformity with its purpose and with charity legislation, and that good governance, best practice policies and rigorous financial supervision are in place. They will be required to work collaboratively, with other trustees and with the staff and volunteers of the foodbank, and other external agencies.

**Responsibilities:**

- To help ensure, alongside other trustees, the effective governance and financial management of the charity in accordance with relevant legislation.
- To help set the strategic direction of the charity, and oversee progress against the objectives set.
- To prepare monthly and annual management accounts for the board and for the development manager to enable decisions to be taken with up to date and accurate information.
- To approve payments and ensure that suppliers and contractors are paid timeously.
- To ensure the foodbanks four staff are paid timeously, alongside pension and NI contributions.
- To ensure our charity is actively complying with statutory accounting and reporting requirements.
- To help ensure appropriate financial plans are in place for future budget allocations.
- To help promote the organisation to a wider audience of potential funders and supporters and in the community.
- To act with integrity, care and skill, giving time, thought and energy to their role.

- To help ensure that the foodbank delivers an effective and compassionate service to all those who may need it in the South West of Glasgow, from whichever part of the community they come.

### **About you:**

We are looking for people who share our commitment to delivering the best possible compassionate and non-judgemental service to some of the most disadvantaged people in Glasgow. Our ideal candidates would demonstrate:

- Clear commitment to supporting the delivery of the best possible compassionate and non-judgmental service to some of the most disadvantaged people in Glasgow.
- Experience of producing management accounts.
- Experience of provision/ oversight of payroll services.
- Some understanding of issues around poverty, even if not in depth, and willingness to extend that.
- Experience at a management, senior or professional level within the third, public or private sectors in a financial management related role.
- (Ideally, but not essentially) experience of involvement in non-executive boards in the third, public or private sector.
- Excellent communication and collaboration skills.
- Willingness to actively participate in discussions concerning the needs of the foodbank's beneficiaries, staff, and volunteers.
- Willingness to act in the best interest of the charity.
- Integrity, sound independent judgement and an ability to think creatively.

### **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.
- 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.

### **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 Glasgow South West Foodbank.

### **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 four terms to a maximum of ten years.
- This is a voluntary position, but reasonable expenses are reimbursed.