

**Role:** Trustee

**Where:** Great Yarmouth Pathway (Yarmouth and Magdalen Foodbank)

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

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

**Overview of the role:**

Great Yarmouth Pathway is a transforming place of light, love & engagement for the community of Great Yarmouth supporting those in need. We are seeking to recruit Trustees with an interest in helping others, who are willing to uphold our 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, are responsible for setting organisational policy, and ensure that strong relationships are maintained between the Trustees, Managers & Volunteers.

*Key tasks:*

- 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.
- Ensure the board regularly reviews its structures, roles, relationship to staff and implementing changes if and when necessary.
- Develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.
- Work alongside the Treasurer and the board to ensure the charity's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) and made publicly available when necessary.
- Ensure the charity is accountable, actively complying with statutory accounting and reporting requirements and the law.
- 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.
- Help promote the charity to a wide audience of potential funders and beneficiaries and community stakeholders.
- Ensure the charity and foodbank has appropriate procedures to: comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding & GDPR compliance/data protection etc.
- Act with reasonable care and skill, giving your time, thought and energy to your role.
- Prepare for and regularly attend and participate in board and subcommittee meetings and any trustee away days.
- Provide ad hoc support to the staff team and volunteers from time to time.
- Act at all times in accordance with the foodbank's trustee code of conduct.
- Ensure the principles of equity, equality, diversity and inclusion are embedded in Yarmouth and Magdalen Foodbank and help deliver public benefit.

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 Great Yarmouth Pathway and Yarmouth and Magdalen Foodbank.
- A willingness to actively participate in discussions concerning needs of the charity's beneficiaries, staff, and the trustee board.
- The ability to act in the best interest of the charity.
- Sound, independent judgement and ability to think creatively.
- The capacity to work effectively as a team member and demonstrate a willingness to learn and develop.

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

- Finance
- Human Resources (HR)
- Communications and/or Marketing

### **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 Yarmouth and Magdalen 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.
- This is a voluntary position, but reasonable expenses are reimbursed.