

Role: Trustee

Where: Warwick District Foodbank

When: Eight board meetings a year (Thursday evenings) in addition to the foodbank's Annual General Meeting.

Time commitment: Two hours per board meeting (plus preparation and actions) with additional hours to reflect specific responsibilities and as required by the needs of the charity.

Overview of the role:

Warwick District Foodbank are seeking someone with experience of working in a financial role to join the Board as a Trustee, who will be able to advise on financial matters, ensure we meet our financial obligations and help us build a sound financial strategy as we move forward. As a Trustee you will share collective responsibility for the governance of Warwick District Foodbank and all decisions made by the board, ensuring the organisation is well run, fulfils its mission, ensuring compliance with charity law and that the charity is open and accountable.

Responsibilities

All trustees are responsible for setting the strategic direction for Warwick District Foodbank, ensuring alignment to our values, defining goals, setting organisational policies, agreeing financial plans, evaluating the charity's performance and ensuring good relationships amongst the trustees and with the senior staff.

All Trustees:

- Ensure that the Foodbank has in place a clear strategy, plans, vision & values.
- Ensure that the charity is accountable, is actively complying with statutory reporting and accounting requirements and the law, and that financial dealings are systematically accounted for and on time, independently examined and made publicly available.
- Develop effective ways to communicate with staff, volunteers, beneficiaries, funders, partners and the wider public; encourage transparency and accountability.
- Help promote the Foodbank as widely as appropriate, including to audiences of potential funders and beneficiaries.
- Ensure appropriate financial plans and budgets are in place; monitor contractual agreements with external partners that award money for core costs and additional projects.
- Ensure the Foodbank has appropriate procedures to comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding, and data protection.
- Ensure an understanding of, and commitment to, the principles of equality, equity, diversity and inclusion.

Specific to the Treasurer Trustee:

- Oversee the financial affairs of the foodbank, ensuring that they are conducted with probity and transparency.

- Ensure the board receives sufficient information to carry out its financial responsibilities.
- Ensure that the charity has robust and effective financial controls.
- Ensure appropriate financial policies.
- Ensure an annual budget is provided for board approval.
- Review management and statutory accounts are produced on time.
- Ensure that organisation risks are reviewed by the board annually.
- Be part of any sub-groups to the Board as appropriate

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:

- Experience of working in a financial role such as a qualified & experienced accountant or banker. However, previous experience as a charity treasurer is not essential.
- Passion for our vision and goals.
- Independent judgement and ability to think strategically.
- Able to work effectively as part of a trustee team, contributing and considering others views.
- Demonstrate the 7 Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Able to commit the time and effort required.
- Bring relevant capabilities that help the board perform its role effectively and achieve Warwick District Foodbank's vision.
- Understanding and commitment to principles of equality, equity, diversity and inclusion.
- Founded as a Christian charity, Warwick District Foodbank welcomes any volunteers who are sympathetic to this Christian ethos.

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 Warwick District 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 three-year term of office, which can be renewed for a further 3 years.
- This is an unpaid voluntary position, but reasonable travel expenses are reimbursed.