

Finance Trustee Role Description

Role: Finance Trustee

Where: *Lichfield Foodbank*

When: *Monthly (approximately how many board meetings per year & when)*

Overview of the role: This role involves leading the Trustees' on the financial affairs of the foodbank and ensuring that they are conducted within the required legal, accounting and good practice conventions.

It is also the responsibility of the Finance Trustee to work in partnership with the chairperson and trustees to ensure the financial viability and development of the organisation.

Key tasks

Finance Trustee Responsibilities:

- Ensure the trustee board fulfils its financial responsibilities.
- Ensure that the food bank has proper systems for budgeting, financial control, insurance, and reporting.
- Inform the trustee board members of the finances of the food bank by written report, at least on a quarterly basis ensuring that the board have a clear picture of the financial health of the food bank.
- Ensure that financial reports:
 - Are comprehensible and properly discussed at trustee board meetings.
 - Are provided in the proper format and at the proper time, as required by the relevant charity regulator body (Charity Commission of England & Wales, Charity Commission of Northern Island or OSCR etc).
 - Have properly appointed auditors or independent examiners (on income over £25k).
 - Are reported on an annual basis at annual general meetings (AGMs).

Objects of the food bank:

- To ensure the Trustee board develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.

Other responsibilities, along with the board of trustees, include:

- To work alongside the trustee board to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) 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 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.
- To serve as an additional promoter of the food bank in the community.

About you

- A knowledge of and commitment to the work of the Lichfield foodbank.

Previous experience or an ability in:

- financial accounting and reporting procedures.
- communicating financial information to those who may have little or no financial background
- keeping all financial records up to date (book-keeping)
- *Add any further essential qualities the food bank is looking for, which may be to fit in with any strategic objectives the food bank may have.*

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 on the financial matters of the food bank operation, 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 Lichfield 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.

How to apply

For more information please contact lichfieldvolunteers@lichfield.foodbank.org.uk

Trustee Role Description

Role: Secretary

Where: *Lichfield Foodbank*

When: *Monthly (approximately how many board meetings per year & when)*

Overview of the role: This role involves leading on the administrative duties of the food bank and trustee board, ensuring that they are conducted within the legal requirements, with board meetings being properly administratively serviced etc.

Key tasks

Secretary Responsibilities:

- To ensure that there is a record of all Trustee Board correspondence
- To ensure that arrangements for Trustee meetings are communicated to the rest of the board, including when and where, inviting trustees to send agenda items and providing to the board with previous meeting minutes in good time prior to the meeting.
- To ensure decisions and policy creation/adaption are clearly recorded in formal minutes, with who will do what and when as agreed by the Trustee board.
- Ensure formal minutes are taken, produced and distributed to the rest of the trustees in good time, as well as ensuring previous meeting minutes are signed by the chair once approved by the trustee board.
- To check that actions have been taken following decisions at previous meetings.
- To ensure the trustee board meets its legal obligations, including reporting, meeting charity and company law, as well as insurance requirements.
- To ensure all relevant stakeholders are informed of the annual general meeting (AGM).
- To ensure that the annual report (to go alongside annual accounts) is produced and sent to the relevant charity regulator body (Charity Commission of England & Wales, Charity Commission of Northern Island or OSCR etc).

Objects of the food bank:

- To ensure the Trustee board develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.

Other responsibilities, along with the board of trustees, include:

- To work alongside the trustee board to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) 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 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.
- To serve as an additional promoter of the food bank in the community.

About you

- A knowledge of and commitment to the work of the Lichfield foodbank.

Previous experience or an ability in:

- administrative procedures
- writing clearly
- ability to provide clear advice on procedural and relevant legislative matters.
- *Add any further essential qualities the food bank is looking for, which may be to fit in with any strategic objectives the food bank may have.*

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 on the administrative matters of the food bank 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 Lichfield 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.

How to apply

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Trustee Role Description

Role: Trustee (**Operations - including Health & Safety and Training**)

Where: *Lichfield Foodbank*

When: *Monthly (approximately how many board meetings per year & when)*

Overview of the role: This role involves leading on any and all health & safety issues, policies and concerns; ensuring that the Trustee board are aware and kept upto date in regards to the legal, regulatory and governance responsibilities of the charity regarding health and safety.

Key tasks

Trustee (Operations - H&S and Training Lead) Responsibilities:

- To ensure that the Trustee board understand their legal and regulatory responsibility on matters of Health & Safety (including manual handling & fire safety, etc.) for the charity.
- To ensure, along with Operational Management support, that all health and safety policies and risk assessments are in place and kept up to date with the changing internal and external environment.
- To continuously keep up to date with all current health and safety legislation/regulations, to be able to reflect these changes in the food bank centres/warehouse in the relevant manner.
- To be the allocated contact for health & safety as outlined on HSE poster in each centre.
- Along with Operational Management support, to ensure that all relevant staff, trustees or volunteers are suitably trained and aware of the correct process to follow if any health and safety concerns arise, including the filling out of incident reports.
- To regularly communicate to the rest of the trustee board via trustee meetings or any other communication any relevant information and changes as outlined above regarding Health & Safety.

Objects of the food bank:

- To ensure the Trustee board develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.

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 (on income over £25k) 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 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.
- To serve as an additional promoter of the food bank in the community.

About you

- A knowledge of and commitment to the work of the Lichfield foodbank.
- A strong knowledge of Health & Safety legislation and a charities responsibility.
- An ability to lead on any health & safety matters in a supportive and confident manner.
- *Add any further essential qualities the food bank is looking for, which may be to fit in with any strategic objectives the food bank may have.*

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 on health & safety matters for the food bank, 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 Lichfield 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.

How to apply

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Trustee Role Description

Role: Trustee (**Safeguarding Lead**)

Where: *Lichfield Foodbank*

When: *Monthly (approximately how many board meetings per year & when)*

Overview of the role: This role involves leading on any safeguarding issues, policies and concerns; ensuring that the Trustee board are aware and kept upto date in regards to the legal, regulatory and governance responsibilities of the charity regarding the care of all who enter the food bank, including staff and volunteers.

Key tasks

Trustee (Safeguarding Lead) Responsibilities:

- To ensure that the Trustee board understand their legal and regulatory responsibility on matters of Safeguarding for the charity.
- To ensure, along with Operational Management support, that all safeguarding policies and risk assessments are in place and kept up to date with the changing internal and external environment.
- To continuously keep up to date with all safeguarding legislation/regulations, to be able to reflect these changes in the food bank centres/warehouse in the relevant manner.
- If not the primary or secondary safeguarding officer, ensure that all safeguarding issues are reported to yourself for the trustee board to be informed.
- Along with Operational Management support, to ensure that all relevant staff, trustees or volunteers are suitably trained and aware of the correct process to follow if any safeguarding concerns arise, including how safeguarding officers raise a concern to the relevant authorities.
- To regularly communicate to the rest of the trustee board via trustee meetings or any other communication any relevant information, issues and concerns as outlined above regarding Safeguarding.

Objects of the food bank:

- To ensure the Trustee board develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.

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 (on income over £25k) 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 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.
- To serve as an additional promoter of the food bank in the community.

About you

- A knowledge of and commitment to the work of the Lichfield foodbank.
- A strong knowledge of Safeguarding legislation and a charities responsibility.
- An ability to lead on any safeguarding matters in a supportive and confident manner.
- *Add any further essential qualities the food bank is looking for, which may be to fit in with any strategic objectives the food bank may have.*

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 on safeguarding matters for the food bank, 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 Lichfield 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.

How to apply

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Trustee Role Description

Role: Trustee (**Fund Raising & Grants Lead**)

Where: *Lichfield Foodbank*

When: *Monthly meetings*

Overview of the role: This role involves leading on fund raising and grant applications at board level, ensuring that the Trustee board are aware of and kept upto date with any fundraising/grant developments.

Key tasks

Trustee (Fund Raising & Grants Lead) Responsibilities:

- To work alongside the Treasurer and the rest of the board to plan what level of funds are required to be generated to ensure the effective running of the charity.
- To work alongside the trustee board to ensure that all grants are sought and written with the purpose of meeting the charities vision and objectives.
- To lead on the organisation of local fund-raising opportunities to support the running of the charity, including incorporating national Trussell Trust fund raising campaigns/events throughout the year.
- To oversee, with operational management support, the writing of high-quality grant applications that are in line with the charities vision and objectives.
- To regularly communicate to the rest of the trustee board via trustee meetings or any other communication any relevant information and/or developments regarding fund raising or grant applications.

Objects of the food bank:

- To ensure the Trustee board develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.

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 (on income over £25k) 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 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.
- To serve as an additional promoter of the food bank in the community.

About you

- A knowledge of and commitment to the work of the Lichfield foodbank.
- A knowledge, ability and passion for fund raising and grant application writing.
- An ability to lead on any fund raising and grants matters in a supportive and confident manner.
- *Add any further essential qualities the food bank is looking for, which may be to fit in with any strategic objectives the food bank may have.*

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 on fund raising and grants matters for the food bank, 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 Lichfield 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.

How to apply

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