

Trustee Role Description

Salisbury Foodbank

Summary

As a trustee, you will ensure that Salisbury Foodbank complies with your charity's governing documents, charity law requirements and other laws that might apply to your charity. You must act in your charity's best interests, including doing what you and your co-trustees decide will best enable the charity to carry out its purpose, as well as making balanced informed decisions.

The trustees support the Chair in working with the Foodbank Project Manager to support them to achieve the vision and objects of the Foodbank and to ensure there is a positive relationship between the trustee board, food bank staff, volunteers and any other stakeholders.

Trustees are appointed for an initial 3-year period.

Role Description

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (constitution), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Project Manager and staff.

Strategy and business planning

- Together with the Chair and Trustee Board setting policy and the strategic direction of Salisbury Foodbank
- Ensure Salisbury Foodbank has the financial, physical, and human resources, to carry out its objectives whilst being accountable to its beneficiaries and stakeholders
- Facilitate the development of a 3-year business plan including objectives and targets, and monitoring implementation.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person Specification

To be an effective Trustee on our Board you will:

Essential

- Demonstrate a strong, visible passion and commitment to Salisbury Foodbank and its strategic objectives
- Work effectively as a member of a team
- Display strategic vision
- Have good, independent judgement
- Demonstrate an ability to think creatively and a willingness to speak your mind
- Understand and accept the responsibilities and liabilities of being a trustee
- Be able to make the time commitment set out below
- Be prepared to commit to the key seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership (The Nolan Principles)

Desirable

- Have knowledge and experience of Salisbury Foodbank and/or the local Salisbury community context within which it operates and the local needs
- Demonstrate knowledge and experience of working with volunteers
- Demonstrate knowledge and experience of fundraising and working with donors.

Time commitment

You will need to be able to commit to a minimum of 6 full trustees meetings a year, which are held in the evenings as well as the planning and liaison required ahead of each meeting. There may also be the occasional need to be involved in special projects and sub-committees on an ad hoc basis.

All trustees are asked to attend events to promote the work of Salisbury Foodbank as well as making visits on appointment to the warehouse to familiarise themselves with its operation. You may be asked to represent the Foodbank at local publicity events, meetings with other local organisations and in the media. Support for these duties will be given by the Chair of the Board of Trustees and the Foodbank Project Manager.

For further information about Salisbury Foodbank and the role of its trustees, please see the document Further Information for Applicants or email chas@salisburyfoodbank.org.uk.