

Trustee –Role Description

Our trustees play a vital role in making sure that West Northumberland Food Bank achieves its core purpose of the prevention or relief of poverty in West Northumberland. They oversee the overall management and administration of the charity. They also ensure that West Northumberland Food Bank has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the Project Manager to enable West Northumberland Food Bank to grow and thrive, and through this provide vital support to people experiencing poverty for as long as we are needed.

West Northumberland Food Bank Strategic Objectives

- Provide free food and household essentials
- Target support to address the causes/effects of poverty
- Provide follow on support to address the consequences of persistent poverty through signposting, referral and advocacy to community projects that empower and connect people
- Work with others to reduce poverty

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on West Northumberland Food Bank's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee West Northumberland Food Bank's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve West Northumberland Food Bank's financial statements.
- Provide support and challenge to West Northumberland Food Bank's Managers in the exercise of their delegated authority and affairs.
- Keep abreast of changes in West Northumberland Food Bank's operating environment.
- Contribute to regular reviews of West Northumberland Food Bank's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect West Northumberland Food Bank's interests, to the exclusion of their own personal and/or any third party interests.

West Northumberland Foodbank is a Charitable Incorporated Organisation registered with the Charity Commission. Registration No. 1158289

Registered Office: Units 1 & 2, Hexham Enterprise Hub, Burn Lane, Hexham NE46 3HN

- Contribute to the broader promotion of West Northumberland Food Bank's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board. You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values [charity values].
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Remuneration.

- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 11 Board meetings annually. Currently meetings are held monthly in person at West Northumberland Food Bank
- Attending annual strategy days

Committee membership

Attending Subgroup meetings where appropriate e.g. Small Grants, HR, Governance, Communications and Digital and / or ad hoc working groups support to the management team.