Newquay Foodbank Trustee (Secretary) Role Profile

Volunteer Role	Trustee (Secretary)
Volunteer Manager	Chair of Trustees
Where you will be based	Newquay
Time Commitment	5 – 10 hours per month

Why you should join Newquay Foodbank:

Newquay Foodbank was founded in 2011 by the community and we work to distribute food and essential items to people in Newquay, and surrounding areas, who are unable to make ends meet. We are a volunteer led organisation and rely on the skills that people from outside our organisation can bring. We are committed to ensuring that we are a sustainable and effective organisation. By volunteering as the Secretary, you will lead on the administrative duties of the trustee board, ensuring they are conducted within the legal requirements, with board meetings being properly administratively serviced.

What you will be doing (including but not limited to):

- 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 Charity Commission of England & Wales

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

- To ensure the Trustee board develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted
- 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 ambassador of the foodbank in the community

The skills you need:

- Experience of administrative procedures
- Good written communication
- Ability to provide clear advice on procedural and relevant legislative matters
- Organised and able to complete tasks accurately with good attention to detail
- Ability to listen and engage with people from a diverse range of backgrounds and experiences
- Ability to get on with others and be part of a team as well as completing tasks independently
- A willingness to learn about our organisation and our place within the Trussell Trust and align to our campaigns

Benefits of joining Newquay Foodbank:

- Have an enjoyable experience while volunteering for a nationally recognised organisation
- Full induction and training required to undertake your role
- Reimbursement of out of pocket expenses
- A Newquay Foodbank uniform
- Learning new skills and utilising your existing skills to make a difference to the community
- Meet new people and be part of a motivated organisation who share your passion to achieve social justice

By volunteering with Newquay Foodbank, we will ask you to commit to:

- Treating all foodbank users with dignity and respect, whilst maintaining confidentiality as set out in our Confidentiality Agreement
- Reading and abiding by the Newquay Foodbank's Policies and Procedures, including agreeing to and attending any training required to undertake your role
- Meeting time and other commitments as agreed