



Role: Secretary of Trustees

Where: Nantwich Foodbank

When: Monthly in person board meetings (approx 2 hours duration), normally last Thursday of the month 7-9pm, plus 2-3 strategic board meetings per annum.

Time commitment: meetings as above plus additional admin time as described below.

Overview of the role:

The Secretary of Trustees is responsible for leading on the administrative duties of the food bank and Board of Trustees. They will ensure that the foodbank's activities are conducted within legal requirements, and that board meetings are properly administered. The Secretary will also lead on the development and management of policy schedules, ensuring that the Board of Trustees are aware and kept up to date regarding their legal, regulatory, and governance responsibilities.

Key tasks

Secretary Responsibilities:

- to ensure that there is a record of all Trustee Board correspondence.
- to ensure that details of Trustee meetings are circulated to the board together with minutes of the previous meeting and any other instructions in good time 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 accompany the annual accounts) is produced and sent to the relevant charity regulator body (Charity Commission of England & Wales).
- to ensure that the Trustee Board understand their legal and regulatory responsibilities regarding the development, maintenance and updating of policies for the charity.
- to maintain the policy schedule for the charity, liaising with the Chair of Trustees and wider board to identify when policies require review.
- to liaise with relevant teams at Trussell Trust to ensure that policies are updated in line with current best practice guidance
- to keep up to date with relevant developments relating to the foodbank's policies, informing the board of any changes or updates that are required.
- to be the point of contact for policy related enquiries.
- along with the Foodbank manager, ensure that all relevant staff, trustees and volunteers are made aware of the charity's policies, any changes made to them, and how they can be accessed.

Other responsibilities, along with the Board of Trustees, include:

- to approve, support, and guide the charity's purpose, vision, strategy, goals, and objectives
- to manage the charity's resources responsibly, including ensuring the charity's assets are used only to carry out its purpose, avoid undue risk, and not over-commit the charity

- To ensure the effective and efficient administration of the charity, responding to changes in the local community as appropriate
- to ensure that key risks are identified, monitored, and controlled appropriately
- to ensure appropriate financial plans are in place, budgets are monitored, and progress is evaluated
- to review and approve financial statements
- to help promote the organisation to key stakeholders and beneficiaries
- to ensure the charity has appropriate procedures to comply with current legislation and good practice, including employment, health and safety, equity, diversity and inclusion, safeguarding and GDPR compliance/data protection
- to prepare for and regularly attend and participate in board and subcommittee meetings and any trustee away days.

About you:

We are looking for people who want to help their local community and work towards the eradication of food poverty whilst supporting the food bank to continue to provide emergency food to people who find themselves in crisis. Our ideal candidates would demonstrate:

- be local to Nantwich and South Cheshire.

Previous experience or an ability in:

- administrative procedures
- the development and management of policy schedules
- providing clear advice on procedural and relevant legislative matters
- writing clearly
- taking formal minutes of meetings
- a proven track record of sound judgement and effective decision making
- excellent communication skills
- impartiality, fairness and the ability to respect confidences
- willingness to actively participate in discussions concerning needs of the foodbank's beneficiaries, staff, and the trustee board
- willingness to act in the best interest of the charity
- sound, independent judgement, and the ability to think creatively
- working effectively as a team member and demonstrating a willingness to learn, develop and collaborate
- commitment to promoting equality and diversity
- commitment to the organisation and a willingness to devote the necessary time and effort

Benefits of volunteering:

- feeling you are making a difference whilst volunteering
- meeting new people and being part of a motivated team who share a passion to eradicate poverty in our community
- A full trustee induction is in place to support the prospective candidate within their role, as well as access to trustee training

Impact of your role

By leading on the administrative matters of the food bank board, you are part of 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 Nantwich 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 five-year term of office, renewal for a further term to a maximum of ten years.

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

Applicants must be primarily resident in the UK when applying for this post. This is to enable successful applicants to fulfil the duties of this post and have access to any systems or programs required for the role in line with the charity's data protection policies.

How to apply

To apply – please send your CV and covering letter explaining how you fit the bill.

For an informal chat or to find out more, please email claire@nantwich.foodbank.org.uk