

TAMESIDE SOUTH AND LONGDENDALE FOODBANK

ROLE DESCRIPTION FOR A SECRETARY OF TRUSTEES

Contact Susan Ayers (current Chair of Trustees)

E: manager@tamesidesouthlongdendale.foodbank.org.uk

www.tamesidesouthlongdendale.foodbank.org.uk

Secretary of Trustees of Tameside South and Longdendale Foodbank (TS&LF)

The role includes the following.

As a Trustee:

- Work with the other trustees to provide management and direction.
- Ensure that the foodbank meets legal and good practice standards:
 - In the care of clients and volunteers
 - As a registered charity
 - carrying out our purposes for the public benefit
 - complying with our governing document and the law
 - Managing our resources
- Liaise with the Trussell Trust on a rotating basis with the other Trustees.
- Understand the working of the foodbank distribution centres, warehouse and donations and attend at least 2 sessions a year.

As Secretary of Trustees:

- 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 that Trustees use and implement the NCVO Governance Wheel to ensure we meet best practice for charity governance.
- 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 Membership Meeting (AGM).
- To ensure that the annual report (to go alongside annual accounts) is produced and sent to Charity Commission of England & Wales.

Person specification

The Secretary Trustees should have the following qualities.

- Experience of administrative procedures and able to provide clear advice on procedural and relevant legislative matters.
- Experience of charitable work or working with volunteers.
- Compassion and alignment with our core values of welcome and dignity.
- IT competent– we use Microsoft 365 for all foodbank documentation. Meetings are often conducted using Zoom or Teams.
- Lived experience of poverty would be an asset.

Support

- We can provide training in your role as a Trustee and Secretary if required e.g. NCVO or Action Together.
- We are part of the Trussell Trust who offer a Trustee Helpline and support materials they provide guidance and updates on statutory requirements best practice from the Charity Commission.

It is estimated that the role will take 5 hours a month, but you will be able to schedule that time as convenient.

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V1-0 1 st September 2023	Susan Ayers	Removal typos after review by Hugh Roderick