**Trustee Role**

**Role**: Secretary

**Where:** *Airdrie Foodbank*

**When:** *12 Board Meetings per year , evening 7-9pm*

**Time commitment:** Approx 5 hours per week

**Overview of the role:** This role involves leading on the administrative duties of the food bank and trustee board, ensuring that they are conducted within the legal requirements, with board meetings being properly administratively serviced etc.

**Key tasks**

Secretary Responsibilities:

* 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.

Objects of the food bank:

* To ensure the Trustee board develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.

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

* 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 additional promoter of the food bank in the community.

**About you**

* A knowledge of and commitment to the work of the Airdrie foodbank.

Previous experience or an ability in:

* administrative procedures
* writing clearly
* ability to provide clear advice on procedural and relevant legislative matters.

**Benefits of volunteering**

* Using your existing skills to make a difference.
* Meet new people who share your passion to eradicate poverty in the local community.
* Make a real difference to the running of the food bank.

**Impact of your role**

* By leading on the administrative matters of the food bank board, you are part of providing a vital holistic support function in your local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with Airdrie foodbank.

**Support**

A full trustee induction is in place to support the prospective candidate within their role, as well as access to local voluntary action trustee training.

**How to apply**

For more information please contact David Findlay, email dfindlay@airdrie.foodbank.org.uk or fill in our application form from <https://airdrie.foodbank.org.uk/wp-content/uploads/sites/67/2021/04/Airdrie-Volunteer-Application-Form-GDPR.docx> and email to recruitment@airdrie.foodbank.org.uk