

THE ROLE AND RESPONSIBILITIES OF A TRUSTEE

Your Role

Our Trustees are effectively our Board of Directors and as such you are legally and ethically responsible for how The Food Chain is run. You have a duty to ensure that it provides a service that meets the needs of its service users whilst complying with all relevant legislation and the requirements of its funders.

This includes ensuring that the charity is run according to the required legislative financial standards, taking stewardship for The Food Chain's assets and ensuring that resources are used as effectively as possible on the defined purposes of the Food Chain (as set out in its Memorandum and Articles of Association).

You will also be responsible for ensuring that The Food Chain has sufficient resources to deliver its services, and for the relationship between the Management Committee, Staff, Volunteers and Service Users.

As part of the Management Committee, a key role of the Trustees is to formulate, implement and monitor delivery of the Charity's Strategic Plan. The day to day delivery of that Strategic Plan and general operational matters are the responsibility of the staff with the help of the Volunteers.

You do not need to be an expert in all the fields requiring decisions, but you must be prepared to address the issues. This requires you to have read and understood the papers presented at MC meetings and to be prepared to contribute. If necessary the Trustees must seek external professional advice in order to enable them to better make decisions.

Typically you will need to be able to commit to between 10 and 12 hours per month in your role as a Trustee. This will include both attendance at MC meetings and work outside of those meetings.

The maximum term of office of a Trustee is usually up to six years. Each year up to three Trustees must stand down, however, providing a Trustee who stands down has not served the maximum six years they are eligible for re-election.

How

By taking an active role and participating fully in the Management Committee. This will include actively taking part in the work of this group both during meetings and outside. It may also involve taking part in one of The Food Chain's Sub-committees or Working Groups, by doing research and/or by working with the staff on specific projects.

Commitment

At the minimum we require:

- Attendance at each monthly Management Committee meeting (these are usually on the last Monday of each month)
- You to have read and understood the Management Committee papers and to be prepared to contribute at the meeting
- Respecting and maintaining the confidentiality of any information gained through your role as a Trustee.

- Accepting the collective decision making and responsibility of the Management Committee.
- Attendance at the annual strategic planning meeting.
- Attendance at the annual new trustee induction meeting
- Familiarising yourself with the day to day workings of the Food Chain.
- Helping at new volunteer induction sessions at least four times a year.
- Supporting, where possible, fundraising and volunteer recruitment activities.
- To become a company member of the Food Chain, if not already within 1 month of being election.

Key Qualities

- A knowledge of the Food Chain's working and objectives
- An understanding of the nutritional issues around HIV and an awareness of service user needs (training is provided)
- You need to be highly enthusiastic and motivational
- An ability to work effectively as part of a team
- An ability to critically analyse information so as to contribute to a debate and thereafter take a decision
- You need to develop an understanding of The Food Chain's financial position, including its accounts, to assist in decisions relating to protecting The Food Chain's financial interests (training is provided)
- Patience and level headedness
- Commitment to the aims of The Food Chain and to the delivery of its objectives

Desirable Qualities

- Knowledge of the HIV, nutrition, BME, financial, fundraising, diversity, volunteering, food policy or HR sectors.
- An ability to bring existing professional skills to the operation of the Charity.
- An ability to apply analytical skills to problem solving.
- Reliability and discretion.

*The Food Chain is committed to and operates an equal opportunities policy in all its activities.
A copy of the policy is available from the Food Chain office.*