**Role:** Trustee, serving as Secretary for the Foodbank board

Where: Brent Foodbank is based in the London borough of Brent. Applications are

particularly welcome from people who live or work in Brent and who reflect Brent’s diverse community.

**When**: We hold monthly board meetings plus other trustee sub-committee meetings. Time commitment: Up to 3 hours a week including Trustee board meetings (2 hours) which are held monthly online in the evenings. Attendance at board sub-committee meetings (e.g. Fundraising sub-committee), which are arranged to suit participants (1 hour). Trustees should also support Brent Foodbank by attending volunteer events, food distribution sessions and fundraising events.

**Brent Foodbank**

We are a Charitable Incorporated Organisation (CIO) established in December 2023 and

took on the work of Trussell from 1 March 2024. We are proud members of the Trussell

foodbank network.

Brent Foodbank’s primary goal is to prevent or relieve poverty in Brent and the surrounding area by providing emergency food to people in crisis while treating them with dignity and respect. We have the longer-term ambition of breaking the poverty cycle and alleviating social isolation. Our volunteering teams also help signpost people who use our services to helpful partner organisations.

Our clients include individuals, families, children and young people, the elderly, and people with disabilities. We operate as a referral food bank and hold three client food distribution sessions each week—two at Church End Neasden and one in Kingsbury. Our stock warehouse is located on Willesden High Road.

**Overview of the Secretary role**: This role involves leading on the administrative duties of the foodbank and trustee board, ensuring that they are conducted within the legal requirements, with board meetings being properly administratively serviced. The role involves acting as a charity trustee to set the strategic direction of the foodbank. Providing good governance, ensuring that the foodbank meets its objectives and fulfils its charitable purpose. Ensuring the foodbank operates within its budget and in compliance with its charity, legal and operational goals.

**Key tasks**

*Trustee, 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.
* To ensure that the annual report (to go alongside annual accounts) is produced and sent to the relevant charity regulator body (Charity Commission of England & Wales).

*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 sub-committee meetings and any Trustee away days.

**About you:**

* A knowledge of and commitment to the work of the Brent foodbank
* the ability to listen and engage with people with a diverse range of backgrounds and experiences
* Enjoy collaborating as part of a team and carrying out tasks with others.
* Experience in administrative procedures
* Able to write and record minutes clearly
* Ability to provide clear advice on procedural and relevant legislative matters
* A passion for the foodbank’s vision and strategy
* an understanding of our local community and the services, agencies, faith communities and other groups within it

**Benefits of volunteering:**

* feeling you are making a difference whilst volunteering with us
* meeting new people and being part of a motivated team that shares a passion to
* eradicate poverty in our community
* building a movement for change with our volunteers, staff, and the people who use our foodbank
* bringing our staff, volunteers, and trustees together to achieve our vision
* gaining a greater insight and understanding of local agencies and partnerships.

**Impact of your role:**

By leading on the administrative matters of the foodbank 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 Brent foodbank.

**Support:**

Trustee induction guidance is available to support prospective candidates. Upon

appointment, you will have access to the Trussell network’s trustee training materials.

Please Note:

* You will join for a three-year term which can be extended.
* The role of Trustee, Secretary is not remunerated
* You may be required to have a DBS check depending on your duties as a trustee

**How to apply:**

Please use the following link [ ] to apply for the Trustee, Secretary role. Applications as soon as possible please and before 3 October.

[Brent Final Secretary 08\_25]