

Trustee Information Pack

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Role Details

Title:	Trustee Treasurer
Reporting to:	The Board of Trustees
Location:	Edinburgh or remotely by video call
Organisation:	Edinburgh Food Project
Salary:	Unpaid
Commitment:	Board meetings are held every 6 weeks on Monday evenings, at 5pm (6pm if in person), currently via Zoom. Between Board meetings you may be required to spend additional time on subjects such as setting strategic direction, dealing with staff matters, improving governance or making decisions on infrastructure.

The Application Process

Application deadline: 5pm, 15 December 2021

If you are interested in the position please email your CV and a short cover letter to trustees@edinburghfoodproject.org

Alternatively if you would like to have an informal discuss about the role please contact:

Emma Galloway, Chair of Trustees chair@edinburghfoodproject.org

About Edinburgh Food Project

Edinburgh Food Project was established in 2012 with the aim of reducing the effects of food poverty in Edinburgh by providing emergency food parcels to those in the community most in need. Over the last three years, we have been transitioning our 8 foodbank centres into “More than Food” hubs to allow our clients to access dedicated support to help them with their immediate and underlying problems to reduce/eliminate their need for food bank assistance and build their financial resilience for the future.

Role Description

Trustee

Edinburgh Food Project is overseen by the Board of Trustees, who have overall responsibility and accountability for everything the charity does. The Board consist of 12 individual volunteers (unpaid) who bring an array of skills and experience to help set the charities strategic direction and ensure good governance. Trustees have an opportunity to significantly contribute towards Edinburgh Food Project's mission:

"To provide emergency food supplies and support to people in crisis, while working with people, communities, and our partner agencies to address the underlying causes of food poverty."

Statutory Trustee Duties

- To ensure Edinburgh Food Project complies with its governing document, charity law and any other relevant legislation or regulations
- To ensure Edinburgh Food Project pursues its objectives as defined in its Constitution
- To ensure Edinburgh Food Project uses its resources exclusively to carry out its objectives
- To safeguard the name and reputation of Edinburgh Food Project
- To declare any conflict of interest while carrying out the duties of trustee
- To be collectively responsible for the actions of Edinburgh food Project and other trustees

- Maintaining proper financial oversight both now and in the future through strategic planning

General Trustee Duties

- To set and maintain the vision, mission, values of Edinburgh Food Project
- To contribute actively to the Board's role in developing Edinburgh Food Project's strategy
- To establish and monitor Edinburgh Food Project policies
- To maintain effective Board performance and contribute actively to Board meetings and decision making
- To understand the financial situation of Edinburgh Food Project and ensure its financial stability
- To ensure and oversee the effective administration of Edinburgh Food Project
- To support the management of the organisation led by the Director
- To set and oversee effective employment procedures
- To actively promote Edinburgh Food Project

Treasurer Duties

- together with the Director, monitoring the financial health of the organisation and, in order to do that, instructing, receiving and interpreting management accounts;
- advising the Board on financial strategy and financial matters that arise;
- chairing a monthly meeting of the Finance Committee comprising the Director, the Finance Manager and two other trustees;
- delivering financial reports to the Board produced by the Director and Finance Manager for you;
- agreeing an annual budget that is produced by the Director/Finance Manager for you; and
- ensuring compliance with charity accounting standards.

Person Specification

Essential criteria

- You have to be 16 or over, and must not be disqualified from acting as a trustee
- You have the necessary time and energy to devote to the role
- Enthusiasm to support the mission of Edinburgh Food Project
- Ability to take a strategic view of Edinburgh Food Project while understanding operational services
- Ability to respect the confidentiality of the Board and management discussions
- A relevant professional qualification.
- Relevant financial management experience of e.g., financial insight and oversight and organisational responsibility for tracking funds and budget setting.
- Experience of statistical reporting.
- Knowledge of charity accounting standards.

Previous experience of being on trustee of a third sector organisation is desirable but not essential.