

FARESHARE MIDLANDS

JOB DESCRIPTION/PERSON SPECIFICATION: TRUSTEE

AUGUST 2020

TRUSTEE JOB DESCRIPTION

FareShare Midlands needs trustees to perform the following statutory duties:

- Ensure that the organisation pursues its objects as defined in its governing document
- Make sure that the organisation uses its resources only to pursue its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- Contribute actively to the board's work in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Ensure the effective and efficient administration of the organisation
- Ensure the financial stability of the organisation, protect and manage the property of the charity, and ensure the proper investment of the charity's funds. Be satisfied that financial information is accurate and that financial controls and risk management systems are robust
- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Safeguard the good name and values of the organisation
- Appoint the Director and monitor their performance
- Ensure that the Trust is governed in accordance with the principles set out in the Charity Governance Code:
 - Leadership
 - Integrity
 - Decision-Making, Risk & Control
 - Board Effectiveness
 - Diversity
 - Openness & Accountability

Trustees are expected to:

- Regularly attend meetings of the trustee board and other relevant committees
- Contribute to and share responsibility for decisions of the trustee board and for any sub-committee to which they belong
- Take part in development activities such as induction, training, performance review sessions, trustee away days, PR activity and events
- Keep up to date with background information and knowledge on matters relating to FareShare Midlands' work and the running of charities in general, and read board and/or committee papers before meetings.

Trustees are not expected to:

- Become involved in the day to day running of the organisation.

PERSON SPECIFICATION

FareShare Midlands is looking for candidates who can demonstrate:

1. A basic understanding of what we do, and the need for our service in the East and West Midlands
2. A strong commitment to and passion for FSM's values and aims
3. That they are willing and able to read board papers thoroughly and critically
4. That they are able to communicate views clearly and objectively
5. An understanding of, or a willingness to learn, how a Board operates and the ability to work effectively as a member of a team
6. Sound independent judgement and the confidence to question decisions and challenge group consensus when necessary
7. A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
8. Desirable but not essential: skills, professional or personal experience in one or more of the following areas
 - (A) Volunteering for FareShare; and/or
 - (B) Working in a FareShare partner organisation (CFM/CFA/school); and/or
 - (C) As a beneficiary: for example, you have received food parcels or regularly attended community meals
 - (D) Fundraising; and/or
 - (E) Marketing, communications, or business development.

Level of Commitment

Board meetings:

The trustee board normally meets quarterly on a Wednesday morning and meetings normally last for 2 or 3 hours. Since April 2020 the board has met monthly instead, for one hour only, by e-meeting. This is due to Covid-19 and it may be a while before meetings return to normal.

Travel between the West and East Midlands may sometimes be required for board meetings. The organisation will meet reasonable travel expenses.

Other activities:

New trustees will be asked to take part in an Induction process to help them get a better understanding of FareShare Midlands' work and to improve effectiveness in board meetings. Mentoring will be offered to those new to being a trustee

There is an annual trustee development day, an AGM, and occasional board workshop/seminar sessions and promotional events, which trustees are also expected to take part in.

Trustees may also be asked to assist the charity with board-level projects related to their areas of knowledge/experience.

Please let us know if you will need any specific adjustments in order to take on the trustee role.

FareShare Midlands is a Registered Charity (number 1146847) and a Company Limited by Guarantee (number 7575440).