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Trustee Role Description

OVERALL PURPOSE

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

ORGANISATIONAL STRUCTURE

Bradford North Foodbank is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission in England and Wales on 21/01/2015. Registered Charity Number 1160060. The governing document is a constitution. Our annual accounts and annual trustee reports are up-to-date and are published on the Charity Commission website.

MAIN RESPONSIBILITIES

- To ensure the charity, and its representatives, function within the legal and regulatory framework of the sector and in line with the organisation's governing document, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity and its reputation.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.

MAIN DUTIES

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain relevance to society.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objects, and investment activities meet accepted standards and policies.
- Interviewing, appointing and monitoring the activities of senior paid staff.
- Ensuring the effective and efficient administration of the charity and its resources, acting as a counter-signatory on charity cheques and any applications for funds, if required.
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.

ACCOUNTABLE TO

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders including service users, volunteers, paid staff, funders, The Trussell Trust and the Charity Commission. Close attention must be given to the governing document (CIO constitution) to ascertain the organisational structure and range of interested parties.

Trustee Person Specification

ESSENTIAL

1. A commitment to the aims and objectives of Bradford North Foodbank and to promoting the interests of people affected by food poverty.
2. A willingness to devote time and effort.
3. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
4. A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. *For more detail, see page 3.*
5. Eligibility. Some people are disqualified by law from acting as trustees including:
 - a. Anyone who has an unspent conviction for an offence involving deception or dishonesty,
 - b. Anyone who is an undischarged bankrupt,
 - c. Anyone who has been removed from trusteeship of a charity by the Courts or Charity Commission for misconduct or mismanagement.
6. Willing to agree (and sign that you agree) to the responsibilities and requirements stated in our 'Charity Trustee Declaration' (*see separate document*).

DESIRABLE

1. Strategic vision.
2. Good independent judgement.
3. An ability to think creatively.
4. An ability to work effectively as a member of a team while contributing an independent perspective.

In Addition to The Above Skills and Commitments, The Trustee Board Wishes to Recruit Trustees with one or more of the following specific skills / experience (listed in alphabetical order):

- Legal
- Marketing
- Organising Fundraising Events / Activities
- Public Relations / Media
- Risk Management
- Social Media



This skill / experience list updated at Trustee Board Meeting on 28/9/2021

The Seven Principles of Public Life (Nolan Principles)

(Published May 1995 by UK Government)

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs. For further information on the 7 principles and the work of the Committee on Standards in Public Life, visit the Committee's [website](#) and [blogsite](#).