

B30 and South Birmingham Foodbank Charity

Terms of Reference for Trustees and Management Committee

Terms of Reference for Trustees

1. Appointment and Number of Trustees

- 1.1 There shall be a minimum of 3 trustees and a maximum of 7.
- 1.2 Trustees shall be appointed by the then current Trustees.
- 1.3 A Chair shall be appointed whose role shall be to Chair each meeting of the Trustees.
- 1.4 The quorum for trustee meetings shall be two trustees, one of whom shall be the Chair.

2. Responsibilities of Trustees

- 2.1 Trustees shall ensure that the charity fulfils its objects/purpose as set out in its governing document. They shall also ensure that plans are in place which should enable that purpose to be fulfilled.
- 2.2 Trustees shall manage the resources of the Charity responsibly, including setting and monitoring budgets.
- 2.3 Trustees shall ensure that the Charity complies with its governing document and with the law.
- 2.4 Trustees shall ensure that they act at all times in the best interests of the charity.
- 2.5 Trustees shall ensure that the Charity is accountable.
- 2.6 Trustees shall at all times act with reasonable care and skill.

3. Meetings

- 3.1 Trustees shall meet at least 4 times a year and an Agenda and papers shall be sent to trustees ahead of each meeting.
- 3.2 Minutes shall be kept of the business transacted in Trustee meetings and a log of matters arising shall be maintained to ensure that actions required to be carried out are noted and actioned.
- 3.3 At each meeting of the Trustees a report shall be received from the Management team on the operations of the Charity and highlighting any decisions (if any) required from the Trustees.

4. Finance and Delegation of funds

- 4.1 The Trustees permit the B3058FB Project Manager and the Treasurer to authorise spending of the following amounts-
 - Capital expenditure £1000 per transaction
 - Stock food items £2000 per transaction

Terms of Reference for B30 and South Birmingham Foodbank Project Manager and Management Team

- 1.1 The day-to-day operational arrangements for the B3058FB are delegated to the Project Manager.

- 1.2 The appointment of the Project Manager is also agreed with the Trussell Trust where a Franchise Agreement is in place.
- 1.3 The Project Manager will liaise with the Trustees and provide them with information, monitoring and progress reports.
- 1.4 The Project Manager will lead a team of experienced volunteers who will form a Management Team. Together they will plan and deliver the day-to-day operations of the charity in fulfilment of its purpose. This shall include the following matters where necessary to fulfil the charity's purpose and within delegated authorities:
 - Liaise with The Trussell Trust and maintain Trust database and systems
 - Recruiting, screening, appointing and training volunteers; arranging rotas
 - Organising the safe operation of the warehouse, the client Food Distribution centre (currently Friends Meeting House, Cotteridge) and other off-site activities such as collection of food from supermarkets, schools and churches, community fund raising events and talks.
 - Organising safeguarding training and ensuring safeguarding procedures in place.
 - Set up and monitor the effectiveness of links with external agencies, including churches, debt advice providers and supermarkets.
 - Set up and update a website containing key information about the charity.
 - Liaise with donors in relation to their donations.
 - Purchase and pay for goods and services to meet the day to day needs of the charity, within the budgeted sums and under delegated authorities.
 - Put in place all contracts (for example property leases, energy arrangements) required for the charity to operate.
 - Arrange for the charity's vehicles to be insured and maintained as required.
 - Put in place all insurances required to safeguard the charity and its assets.

Joanna Piles
Chair of Trustees
27/5/23