

## **Role Description and person specification for Director/Trustee/Treasurer City Gate Community Projects (CGCP) – “FareShare Sussex”**

FareShare Sussex exists to “Tackle hunger, reduce food waste” and develop volunteers. FareShare Sussex is a highly successful enterprise at an exciting point of development and expansion. The charity is registered with the charity commission 1093245 and is an incorporated limited company, registration number 04298200. The charity is registered as City Gate Community Projects and trading under the franchise name FareShare Sussex, which it holds from FareShare UK to operate in Sussex and Surrey.

The finances are managed by: a finance officer who does the book-keeping on Xero, the chair of the board with some oversight from the CEO, and an Independent Examiner who prepares our year-end accounts.

### **Responsibilities**

Directors/trustees are responsible for controlling the governance of CGCP and the development and delivery of FareShare. A treasurer’s responsibility is to ensure that proper financial records and reports are prepared and financial procedures are fit for purpose and implemented to enable the Board to fulfil its functions.

Directors/trustees take ultimate responsibility for the work that the organisation does, and the way in which it uses its resources, financial and otherwise, to achieve its aims. It is a big responsibility, focusing on the strategic direction of the organisation, agreeing plans and budgets, and holding the CEO and SMT to account for the delivery of the plans.

It also has a legal dimension, with directors/trustees legally responsible for ensuring that the organisation complies with Company and Charity Law. A treasurer will also ensure the organisation is financial viability and sustainable.

### **Commitment**

It is a task that takes time to do properly, at least one and a half days a month.

The Board currently meets every two months. There are three working groups with authority delegated to them by the Board as defined by the terms of reference, these groups meet at other intervals. Staff may also seek to consult with a director/trustee on their particular expertise. In addition, you may be asked to represent FareShare at outside meetings with potential funders or influencers, attend events, or work alongside staff at events.

For the treasurer additional commitment is needed for remotely working with the Xero accounts system and occasional meetings with the chair of the board and CEO. Previously the role was completed by the chair working around 4 hours a week.

### **Role**

1. To ensure that CGCP complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that CGCP pursues its objects as defined in its governing document.
3. Maintain an overview of the charity’s financial affairs, ensuring proper financial control and that CGCP applies its resources exclusively in pursuance of its objectives.
4. The proper investment of the charity's funds.
5. To develop, and ensure the implementation of, strategy to include vision, mission and values and to set overall policy, define goals and set targets and evaluate performance against targets.
6. To ensure accountability.
7. To ensure employment procedures are set and respect the roles of staff/volunteers.
8. To set the overall direction and support the operational management of the organisation.
9. To agree the organisation’s internal policy framework including, equality & diversity, and health & safety policies and grievance & disciplinary procedures, and monitor implementation.
10. To ensure that risk assessments for all aspects of the organisation are carried out.
11. To promote and safeguard the good name and values of the organisation.
12. To ensure effective board performance and the effective and efficient administration of the organisation including funding, insurance and premises.
13. To act in the best interests of the organisation, never in the interests of yourself or others.

### **Duties**

1. To uphold the vision, mission and strategic plan for CGCP.
2. To ensure that the operational plan and budget are appropriate and reflect the agreed strategic direction.
3. Oversee the preparation and presentation of budgets, accounts and financial statements.
4. Ensuring that the charity has an appropriate reserves policy.
5. Ensuring that appropriate accounting procedures and controls are in place.
6. To agree the measures for monitoring the progress of the organisation towards its strategic goals and monitor the achievement of the organisation against the key measures.
7. To hold the CEO and SMT accountable for the achievement of the organisation's goals, and provide them with regular, constructive feedback on both management & overall achievement.
8. To appoint the CEO and SMT, to set terms and conditions and to ensure investment in ongoing professional development, and consideration of succession planning.
9. To agree the organisations policies and ensure that they assist in the achievement of the strategic and operational plans.
10. To ensure that the organisation has satisfactory financial control systems and procedures, and to review the level of financial risk regularly.
11. To identify, agree plans to mitigate and regularly monitor the key organisational risks.
12. To safeguard the organisation's reputation, and other intangible assets
13. To reflect annually on the Board's performance and your own performance as a director and trustee.

### **Specific Tasks**

1. To participate in strategic planning.
2. To attend trustee meetings, read relevant papers and be prepared to make a contribution
3. To support staff when requested, sharing expertise, as a member of a working group or in other appropriate ways.
4. Liaising with the Senior management team about financial matters for onward communication to staff and volunteers.
5. Advising on the financial implications of FareShare Sussex's strategic plans.
6. Ensuring that there is no conflict between any future investment held and the aims and objects of the charity.
7. Ensuring that the accounts and reports are prepared in good time for board meetings, committees and auditing purposes and any recommendations are implemented.
8. To act as a spokesperson for the organisation, as required and to work within an agreed brief.
9. To attend events as an ambassador and to network and promote the work of the organisation.
10. To assist with fundraising by speaking, networking and otherwise seeking donations in conjunction with staff and volunteers as required.

In addition to the above duties, each director/trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. This may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

### **Eligibility**

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of CGCP in mind.

A person must be 18 years old to be eligible to be a trustee.

A financial qualification would be an advantage and experience of charity finance.

Section 72(1) of the Charities Act 1993 **disqualifies** anyone who:

- Has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- Is an undischarged bankrupt
- Has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- Is under a disqualification order under the Company Directors Disqualification Act 1986.

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.