

Role Description, Treasurer, East Lothian Foodbank

About East Lothian Foodbank

East Lothian Foodbank is a local charity formed in response to severe local need in 2012. Now affiliated to the Trussell Trust, we are proud that we have managed to keep pace with constantly increasing demand for our emergency food parcels, a demand exacerbated by the introduction of Universal Credit in East Lothian as a pilot area in 2016. We currently manage the distribution of over 40 food parcels per week, 80% of which are delivered to clients by referral agents and the team of volunteers that won “Volunteer Team of the Year” East Lothian in 2018. We have very rarely had to buy food; our non-perishable items are all donated by local people and we have support from 33 churches in the county, along with almost every school and community group.

This is an exciting strategic time for the foodbank, as we undertake a staffing review to ensure we can continue with the “gold standard” of client service that we are proud to provide, while also developing initiatives which can supporting those experiencing food poverty with “more than food”. One pilot project, called the Fa’side Fridge, provides a good food drop-in with cooking and recipe bags to take home. We are keen to expand on such initiatives and also to expand on the amount of fresh food we are able to supply as part of our food parcels.

The Foodbank Treasurer Role

The overall role of the treasurer is to maintain an overview of East Lothian Foodbank’s financial affairs, ensure its financial viability, and ensure that proper financial records and procedures are maintained. Responsibilities include:

- preparing and presenting monthly cost reports to the board meetings
- making visible to the board the financial resources of East Lothian Foodbank and advising whether those resources meet its present and future needs
- ensuring that appropriate accounting procedures and controls are in place, in collaboration with staff
- preparation and presentation of the annual accounts to the AGM
- ensuring that the annual accounts are prepared as prescribed by OSCR and Scottish Charity Law and submitted to OSCR in a timely fashion
- ensuring that the accounts are independently examined as prescribed by regulations, and that any recommendations of the independent examiner are implemented

It would be useful if the Treasurer has an accounting background and/or business planning skills.

The key responsibilities of all Foodbank trustees include:

- **Governance** – ensuring compliance with OSCR requirements and all relevant legislation and regulations
- **Strategy and Finance** – ensuring financial stability, setting overall policy and strategic goals
- **Employment** – overseeing the framework for employment of staff

- **Constitution and Policies** – awareness of East Lothian’s constitution and adherence to all foodbank policies, including the Protection of Vulnerable Groups Policy
- **Values** – we expect everyone at the foodbank to uphold our values:
We exist to serve our clients:
 - acting with integrity and discretion in everything we do
 - showing generosity without judgement
 - responding promptly to need

We expect all trustees to use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

The board currently meets monthly on a Monday evening at 7.30pm in Dunbar. However, trustees can be flexible on this.

Application notes

Please email us at info@eastlothian.foodbank.org.uk to express interest. We will send you an application form.

We welcome applications from all sections of the community. If you are interested but unsure if this role is for you, we would be happy to have an informal chat: please contact Liz Kilpatrick, Secretary, on 07585 633254 or email hectorandlizkilp@gmail.com

Closing Date for applications: Friday 30th August at 5pm. Early applications welcomed.