

Terms of Reference – Trustee of the Bristol Soup Run Trust

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Thank you for expressing an interest in becoming a Trustee of the Bristol Soup Run Trust. The purpose of this document is to set out what you'll be expected to do as a Trustee.

Your overall role is to work as part of the Board of Trustees to ensure the Bristol Soup Run Trust continues to operate as a safe, viable, responsible and caring charitable organisation.

Bristol Soup Run Trust is a registered charity and limited company. By being appointed as a Trustee, you'll be publicly listed as a charity trustee and company director.

The specific responsibilities of the role are:

1. As part of the Board of Trustees, responsible for overall strategy and direction of the charity.
2. Responsible for ensuring the Bristol Soup Run Trust continues to operate as a safe, viable, responsible and caring charitable organisation.
3. Support the other Trustees in maintaining good communications, managing the soup run rota and ensuring a continuous service, to high standards, every night of the year.
4. Attend and participate in the charity's general meetings:
 - a. One Annual General Meeting (AGM) each year, plus one other general meeting each year.
 - b. Ad-hoc meetings (not normally more than twice a year) depending on issues or projects.
 - c. These meetings will generally be held on weekday evenings but will be arranged to suit availability of all Trustees.
 - d. As a Trustee, you'll be asked to vote on decisions of the Board of Trustees at these meetings.
5. Represent the charity in meetings with external stakeholders
6. Support the other Trustees in initiatives and projects such as applying for grants, building links with other organisations and improving management of the charity.
7. Act as an ambassador for the Bristol Soup Run Trust and speak positively of the charity.

Time commitment

You'll need to commit to participate in the AGM and ad-hoc meetings throughout the year, usually no more than three or four meetings each year. Between meetings, you may be asked to support the charity in various initiatives and strategic projects. If you don't attend consecutive board meetings or otherwise become ineligible to act as a Trustee, your appointment may be terminated.

Term of office

You will be appointed for a period of four years; at the end of this period you'll be eligible for re-election for one further period of four years.

Your appointment and re-election is subject to votes at the AGMs and will be based around the need to balance continuity with the need to refresh the board over time, whilst ensuring that the charity has the right skills and experience on the board.

Legal responsibilities

Please familiarise yourself with the Charity Commission's guidance on charity trustee responsibilities; this can be found here: <https://www.gov.uk/guidance/charity-trustee-whats-involved>

Under law, you should not receive benefits as a result of being a charity trustee; however, you are not expected to be out-of-pocket as a result of being a trustee. Please refer to the expenses policy for details of what expenses you can re-claim.

You are required to declare and avoid any situation which could lead to a conflict between your duties to the charity and your personal interests (for example, where you would gain financially from the charity's financial decisions). If in doubt, please speak to the Chair of Trustees and, if necessary, register any potential conflicts of interest.

Person specification

We are looking for a driven and enthusiastic individual who can develop the strategic vision for the future of the charity, communicate this to stakeholders and work collaboratively to deliver projects in support of this vision.

Skills, knowledge and experience

- Essential
 - Prior experience of management/delivery of homelessness outreach services
 - Previous experience of coordinating or managing volunteers in the charitable sector
 - Understanding of motivational and training/support needs of volunteers
 - Understanding of data protection, safeguarding and confidentiality issues
 - Commitment to the work of Bristol Soup Run Trust, and able to act as a positive ambassador for the charity
- Desirable
 - Previous experience of social media marketing and website creation/administration

Behaviours

- Essential
 - Collaborative, enthusiastic and positive. Adept at building effective relationships with stakeholders.
 - Able to develop the strategic vision for the future of the charity, communicate this to stakeholders and gain buy-in.
 - Able to work collaboratively to deliver projects to improve the soup run for the people we serve.
 - Willing and able to take on projects using own initiative and report back to other Trustees.
 - Compassionate, responsible and reliable.
 - Non-judgemental, empathetic attitude. Able to empathise with volunteers and those the charity supports.