

The Cotteridge Church
Terms of Reference
B30 Foodbank Working Group

Aims and Objective

The B30 Foodbank Working Group reports to Community Services Committee and works on its behalf to oversee the work of the Foodbank in pursuit of the following objectives:

The Community Services Committee requires the B30 Foodbank Working Group to:

1. Establish and oversee a Foodbank which will be open 2 afternoons a week.
2. Recruit, train and maintain enough volunteers to enable the foodbank to function
3. Establish a voucher holder network to refer clients to the B30 Foodbank
4. Utilise the coffee bar area and the Client Room during foodbank opening hours and ensure that the use of accommodation respects other organisations using The Cotteridge Church
5. Operate within a credit balance at all times

in pursuit of the following Aims:

- a. The B30 Foodbank shall work in partnership with the Trussell Trust and with other churches in the community to set up and run a successful foodbank in Birmingham 30, which will be located in The Cotteridge Church.
- b. The B30 Foodbank should be administered in line with the principles as outlined in Trussell Trust Vision Document and should be built on Christian values of compassion, integrity and commitment.

Membership

The B30 Foodbank Working Group will consist of a minimum of five (5) members representing the B30 Churches Together network.

The Community Services Committee will appoint the Chair, Treasurer and remaining members to ensure that the minimum number is met.

A minute secretary will be chosen by the Working Group.

Meeting Procedures

Meetings of the B30 Foodbank Working Group will usually be held every two (2) months, although extraordinary meetings may be held more frequently at the request of the Chair of the Community Services Committee.

A meeting of the B30 Foodbank Working Group will not be deemed quorate unless a straight majority of members is present. A straight majority is deemed to be fifty one percent of the membership or the nearest whole number of members higher than fifty one percent.

In the case of a tied vote the Chair has a casting vote.

If the Chair is not present at the meeting an extraordinary Chair will be selected by majority vote of the members present.

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The Chair is responsible to ensure that:

- The B30 Foodbank Working Group meets its Terms of Reference.
- An agenda and papers for each meeting of the B30 Foodbank Working Group is set and distributed at least one week before the date of the meeting.
- Membership periods are monitored.
- A Report is provided to the Community Services Committee every two months on the status of the objectives of the Foodbank Working Group and any decision required the Community Services Committee, ensuring any required decisions are accompanied by a description of the need for decision and any financial, staffing or volunteering impact. The report should be presented in a format standard for all WGs, agreed by JCC.

The Minute Secretary is responsible to ensure that:

- Minutes are taken of all the B30 Foodbank Working Group meetings, and then distributed to the Working Group's members.

The Treasurer is responsible for:

- Submitting a budget to the Finance, Property and Management Committee for review (in turn to be ratified by the JCC) before the beginning of each new financial year.
- Continuously monitoring performance against budgets throughout the financial year, and prepare financial updates to each meeting of the B30 Foodbank Working Group.
- Submitting regular reports on performance against budgets to the Finance, Property and Management Committee, and the Community Services Committee, with a financial year end report for review (in turn to be ratified by JCC).

Finance

The B30 Foodbank Working Group is authorised to raise monies to enable the pursuit of its objectives only.

Each year the B30 Foodbank Working Group is required to submit an estimated budget to the Finance, Property and Management Committee for ratification.

During the year, the B30 Foodbank Working Group will regularly review the performance against budget and report to the Finance, Property and Management Committee (in turn to be ratified by JCC at financial year end).

Any decisions that have implications over more than one year should be approved by the Finance, Property and Management Committee (in turn to be ratified by JCC).

These Terms of Reference are authorised by

Chair of Community Services Committee

Date _____