



**Eggcup Trustee**

***Candidate Information Pack***



Saturday, 11 July 2020

Hello and thank you for showing an interest in becoming a trustee of Eggcup.

Eggcup became fully operational at the beginning of 2020 though we've been active in one form or another since 2016. Our core business is the development and support of surplus food clubs throughout the district. Surplus food clubs are weekly pop-up events run by groups of volunteers. The clubs are sociable and include a cafe element. The main feature of the clubs is the pantry shop, where the surplus food is available to members. Members pay a small subscription each week for membership of the club, but the food is not sold. Surplus food clubs are targeted mainly at people who have some financial challenges but a few memberships are available for people who want to help tackle food waste.

Shortly after becoming operational, the Covid-19 crisis occurred. We diverted our activity to food aid work across the Lancaster City Council district as part of the Covid-19 crisis response. We are still in this phase of crisis work and expect this to continue in some form until the end of 2020. We are planning ahead in order to move back to community club work as soon as it is safe.

We also plan to develop some revenue-generating ventures to support the community food work. We have some ideas and openings that we are evaluating, and the different ideas cover food production, retailing and catering. We maintain links with other similar organisations throughout the UK and we are keen to share ideas and work cooperatively. We are a member of IFAN and locally we are a founding member of the Food Poverty Alliance for the city council district.

To support our development, we are looking to recruit new trustees who can help shape the future of Eggcup. Trustees should be interested in developing the food strategy across the city council district, with a particular focus on eliminating food poverty. We are also interested in local and sustainable food solutions and the reduction of waste. We are interested in hearing from anyone with the skills and drive to help lead a small not-for-profit organisation such as ours. It would be particularly valuable to have someone with a commercial food background come on board with us.

In the attached pack you will find information about Eggcup and our business approach, what's involved in being a charity trustee and the kind of people we are looking to recruit to the board. There is also an application form and we'd really appreciate it if you could take some time to have a look at the pack and consider becoming involved at what is a really exciting time for us. If you require any further information or would like to talk about our organisation and the Trustee roles with me or one of our existing Trustees, please feel free to give me a call on 07709 546280.

Best wishes,

A handwritten signature in blue ink, appearing to read "Deborah Finn".

Deborah Finn

**Chair of Trustees**



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## About Eggcup

We are a small charity that aims to tackle food insecurity, primarily through utilising the resource of good food that currently goes to waste. We do not believe that surplus food is an appropriate solution for food insecurity, but believe it is a resource we can use whilst we transition to a more just settlement in our society.



Eggcup supports surplus food clubs in our district. We make it easy for people to set up and operate their own club. We can take on the tasks of collecting, organising and delivering surplus food to a club, always adhering to food safety standards. We can do more than this, if people don't want the responsibility of keeping their own books and managing accounts. We will provide training and support for volunteers. We'll do as much as you want us to without treading on your independence.

We have a professional warehousing facility and can intercept large volume food offers, meaning that more surplus

food can be accessed and saved from going to waste. We work with gleaning projects to take fruit and vegetables that would otherwise rot in the fields. We can take food from catering and hospitality venues and we can package and label foods as required. We work in partnership with the city council and work closely with the Environmental Health Team to ensure our processes are exemplary.

We can coordinate local efforts – for example our Buying Cooperative allows clubs to access staples at discount prices to go alongside surplus food. We can coordinate end-of-day collections from local retailers, so that we all work together to get the best results for everyone.

We have a small warehouse on the Lansil Industrial Estate and full-time staff alongside a dedicated team of volunteers. David France is the Project Manager, overseeing staff and





strategic development. Phil Tarney is our Operations Manager, overseeing smooth running of day-to-day activity on site.

We offer a tailored food club service and we support the development of new food clubs. We provide training and guidance alongside the delivery of surplus food. We work in close collaboration with crisis services so that the most vulnerable are prioritised, whilst not losing the special community character of intercepted food clubs.

Our primary focus is to address food insecurity but wherever we can we make links with sustainable food projects. We know that our commercial food system needs to adapt to the crises of climate and inequality. As we leave the European Union, we could be at a moment of transition in food supply in this country. We hope that the future involves local and sustainable food supply systems.

Alongside the community food work, we aim to develop revenue-generating work to support the community projects. We need trustees with creativity and drive and capable of hard-headed analysis to ensure that we develop in a sound and just fashion. Our philosophy is to work through empowerment and facilitation rather than through charitable giving. We support and encourage people to work together in their own communities to establish and run food projects. Trustees coming on board now will have the capacity to help shape the philosophy and direction of our work. We hope you will be interested in joining us.

## Our Trustees

We currently have 3 trustees and aim to double our numbers.



Our chair of trustees is Deborah Finn. Deborah started the first intercepted food club and spearheaded the development of the food club network in the district. Deborah is currently acting as chair and hopes to step back from that role within a year or so.



Greg Myers has been involved more recently in helping to progress the new organisational structure, including the transition from CIC to CIO.



Gillian Holden came on board recently and has particular responsibility for financial management and planning.



## **Recruitment of new trustees**

We are hoping to recruit new trustees with interest and enthusiasm for the work around food insecurity, poverty and food waste. We might benefit from having people on board with experience in commercial food systems, HR, fundraising, PR/marketing, and collaborative community work. Whatever your background, if you feel you could make a contribution and have the time to get involved, we would like to hear from you.

## **What will being a trustee of Eggcup do for me?**

You won't be paid, but it is rewarding. If you have strong feelings about food poverty and the food system, community development and empowerment, then this will be a great opportunity for you to shape an important local service. If you want to, you can contribute to campaigning on food poverty and the causes of household food insecurity. Being a trustee gives you a platform to be heard.

## **Do what you're good at – for good!**

You have hard-won experience and you've developed skills that you could use to make a real difference for people in need within your community.

## **Ignite the network**

You might well have contacts that will be useful at Eggcup – so much depends on trust and personal relationships. At the same time, you'll find yourself extending into new areas, meeting different people outside of your usual sphere, and you never know when that network will come in useful

## **Stretch yourself**

We're a small business where everyone needs to muck in. The chances are you'll find yourself facing novel challenges and trying out new skills. There will be the opportunity for mentoring and training and testing yourself in new situations.

## **Go places**

Becoming a trustee for many people can be a really big help in improving career prospects because of the contacts, networks and skills you gain as well as being an opportunity to gain experience that will help you to develop your own career.



## Trustee Job Description

Eggcup is looking to recruit several new trustees to serve a three-year term in office. Applicants would initially be expected to take on a non-voting associate role to allow some mutual assessment of whether the role is a good fit. We are particularly looking for applicants with skills in:

• communications and marketing • logistics • information governance and digital • research and evaluation • food production and commerce

Eggcup Trustees will ensure that the organisation: Complies with its governing document, charity law, company law and other relevant legislation or regulations • Pursues its objects as defined in its governing document • Uses its resources exclusively in pursuance of its objects

Eggcup's Trustees will be expected to make the following essential commitments: 1. To attend and contribute to all Board meetings programmed during the year. 2. Participate in task and finish groups when required. 3. To prepare for each meeting by familiarising themselves with the agenda and reading the papers as provided. 4. To participate in conference calls and email discussions if required, and to read and respond to email communications from the Chair and/or Project Manager. 5. To promote and inform others of the work of Eggcup and its collaborators. 6. To run/facilitate/participate in Eggcup events such as fundraising activities, seminars or workshops. 7. To attend appropriate meetings, functions and events on behalf of Eggcup. 8. To broker meetings with relevant and beneficial third parties.

We are interested in hearing from applicants who would be willing to take on the Chair Designate role and therefore be in line for taking the Chair role. If this opportunity interests you, could you please clearly indicate this in your application. Particular expectations of this role include:

To work with the current Chair in preparation for becoming Chair, thereafter being responsible for:

- holding the Board to account for the Charity's mission and vision
- providing inclusive leadership to the Board of Trustees and ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity
- supervising the Project Manager on behalf of the Board of Trustees (approximately 12 supervisions per year).

We are seeking trustees who can make an approximate time commitment of around 2-4 days per month from all Trustees and 4-6 days per month from the Chair Designate. During the covid-19 crisis period, the time commitment is more significant.



## Application to join the Eggcup Board of Trustees

To apply, please send a CV and letter explaining why you wish to join Eggcup, what you can offer the organisation, and which areas of our work particularly interest you. If you are interested in the Chair Designate role, please state that clearly. If you would like to talk about the opportunity in advance, please contact Deborah Finn on 07709 546280. All trustees will need to be able to sign the trustee declaration of eligibility copied below.

Send correspondence to [deborah@eggcup.org](mailto:deborah@eggcup.org) or post to Eggcup, Unit 2, Lansil Way, Lansil Industrial Estate, Lancaster, LA1 3QY

## Trustee Declaration of Eligibility

I declare that:

I am over age 18.

I am not an undischarged bankrupt.

I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.

I am not under a disqualification order under the Company Directors' Disqualification Act 1986.

I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.

I undertake to fulfil my responsibilities and duties as a trustee of Eggcup in good faith and in accordance with the law and within Eggcup's objectives /mission.

I do not have any financial interests in conflict with those of Eggcup (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.