



## **Helensburgh & Lomond Foodbank Need A Secretary**

**Are you passionate about helping to alleviate food poverty? Do you have good IT skills, and can you volunteer around 3-4 hours a week, without being tied to a fixed rota? Then you could be exactly the right person to join our Management Committee as Secretary.**

**We are an all-volunteer independent Foodbank operating in Helensburgh and the surrounding area. Anyone without food or money to buy it can come to one of our sessions – no referral needed. We give out around 90 bags of foodstuffs each week, including fresh fruit, vegetables and dairy as well as tinned and dried goods. However, it is unacceptable that people should have to rely on handouts, so we also work with other food aid providers to influence national and local government programmes to eradicate food poverty.**

**The core tasks are:**

- organising Committee meetings, AGMs and writing up minutes**
- maintaining an up-to-date list of volunteers**
- managing the information on our website and Facebook, and dealing with emails**
- sending out monthly lists of food needed to shops and donor organisations.**
- coordinate health and safety and insurance compliance.**

**But beyond that, you will be able to input ideas and expertise into shaping how the Foodbank develops in the future and develop your own skills while making a difference to the community.**

**For further information, contact Celia Scanlan at [helensburghfoodbank@gmail.com](mailto:helensburghfoodbank@gmail.com)**