

**Chair of Trustee Board**

**Why do we need you?**

Citizens Advice Mid Suffolk (CAMS) is a charity and company limited by guarantee which provides free, confidential, independent and impartial advice to the residents and workers of Mid Suffolk. The charity has 12 part time employees and 45 volunteers including 12 trustees.

The trustee board are responsible for the strategic direction, governance, and financial oversight of the charity. Full members of the board are directors of the company and trustees of the charity under charity law.

We are currently seeking a new volunteer Chair as the present post holder needs to step down due to work commitments.

Closing date: 12 noon Wednesday 30th October 2019

Interview date: 6th November 2019

**What do trustees do?**

Each individual member of the trustee board has a responsibility to contribute to the discharging of the board's duties. They can do this by:

* maintaining an awareness of the business of CAMS
* taking responsibility for their own learning and development
* regularly attending, preparing for and taking a full part in meetings
* actively contributing to setting policy and strategic direction, defining goals, setting targets and evaluating performance
* monitoring whether the service complies with its governing document, whether it meets Citizens Advice standards and how well the advice needs of the local community are being met
* monitoring the financial position and ensuring that CAMS operates within its means and objects, and that there are clear lines of accountability for day-to-day financial management
* actively seeking to further the strategic objectives of CAMS, and acting in its best interests always
* maintaining confidentiality about any sensitive or confidential information received during duties as a trustee.
* together with the Chief Officer, represent CAMS in relationships with funders or potential funders, at local events and in the community

**What else does a Chair do?**

* chair the trustee board meetings and AGM by leading the meeting, ensuring that agenda items are discussed, enabling all members to contribute their views and to seek clarification where necessary
* work with the board’s portfolio holders and the Chief Officer to ensure that decisions and actions taken at board meetings are carried out. Members of the trustee board lead on their portfolio areas, using their expertise to advise the board.
* monitor attendance and commitment of all trustees
* with other trustees and the Chief Officer, recruit a trustee board with a diverse range of skills, experience and knowledge, and that represents the local community. This includes being proactive in recruiting successors to key positions such as Chair, Treasurer etc.
* facilitate support and supervision for the Chief Officer including an annual appraisal
* liaise with other Suffolk Local Citizens Advice Chairs
* annually review how effectively the trustee board operates and instigate action for improvement

**What’s in it for you?**

* make a positive impact for people in your local area by ensuring Citizens Advice Mid Suffolk is sustainable and meeting the needs of the community
* meet people and build relationships with trustees, staff and other volunteers
* build on your governance, leadership and strategy skills
* increase your employability

**What do you need to have?**

Each individual member of the trustee board brings skills and qualities to the board. They add to the collective knowledge and experience by providing:

* a good basis of leadership skills, including the ability to facilitate and lead meetings
* good interpersonal skills in a range of contexts: with staff and volunteers, with colleagues in the Citizens Advice family, and with funders and other partner agencies.
* commitment and availability to attend trustee board and other meetings
* effective communication skills and willingness to participate actively in discussion
* willingness to gain knowledge of local needs and resources
* commitment to the aims, principles and policies of the Citizens Advice service, including those relating to equal opportunities, independence, and research and campaigns
* ability to understand and accept their responsibilities and liabilities as trustees and employers
* numeracy to the extent required to understand accounts with the support of the Treasurer
* willingness and ability to learn, and to develop and examine their own attitudes
* ability to think creatively and strategically, and exercise good, independent judgement
* ability to work effectively as a member of a team.

**How much time do you need to give?**

This depends very much on what is happening within and affecting Citizens Advice Mid Suffolk at any given time.

* The trustee board usually meets four times a year from 2.30pm to 5pm. Additional time will be spent in preparation for the meeting and discussions afterwards.
* The Operations Committee is currently under review but has been meeting four times a year from 3.00pm to 5pm. Additional time will be spent in preparation for the meeting and discussions afterwards.
* There may be a need to attend other meetings if you’re involved in specific projects, or to meet with our volunteers and staff occasionally.
* External meetings and events:
  + the Chairs of the Suffolk Local Citizens Advice meet roughly three times per year for about two hours
  + other meetings may occur from time to time with major funders.
* Regular liaison with the Chief Officer and portfolio holders

We can be flexible about the time spent and how often you volunteer so come and talk to us.

**Valuing inclusion**

Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.

If you are interested in becoming the Chair of our trustee board and would like to discuss flexibility around location, time, ‘what you will do’ and how we can support you please contact us.

**Contact details**

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