



**North East
Suffolk**

St. Margaret's House
Gordon Road
Lowestoft
NR32 1JQ

www.nesuffolcab.org.uk

Citizens Advice North East Suffolk is the operating name of North East Suffolk Citizens Advice Bureau

Dear Potential Trustee,

Thank you for your interest in becoming a Trustee for Citizens Advice North East Suffolk. We are looking to recruit new trustees in advance of our AGM in November, so we would like to receive your application by mid October at the latest.

Please find attached an application form and a diversity monitoring information form.

With permanent offices in Beccles, Bungay and Lowestoft and outreaches across the district we have been serving the community throughout Waveney and surrounding areas of southern Norfolk for over 50 years.

Supported by a team of highly trained, dedicated staff and volunteers our trustees are responsible for:

- Shaping the strategic direction of the charity;
- Employing the staff;
- Ensuring the financial probity of the organisation; and
- Making sure that the charity meets all the legal requirements that govern both charities and companies.

To find out more about us please visit our website www.nesuffolcab.org.uk or e-mail me on dm@nescab.cabnet.org.uk

Please note our Board Meetings normally take place in the evening.

All applications will be acknowledged and suitable candidates will be invited for interview with the Chair of Trustees at a mutually convenient date. I look forward to receiving your application.
Yours faithfully

Janet John

Janet John
Chief Executive

Delivering quality assured advice and campaigning for social Justice

Charity number: 1115522

Company Limited by Guarantee Registered number: 5866861 England and Wales

Company registered office: St Margaret's House, Gordon Road, Lowestoft NR32 1JQ

Authorised and regulated by the Financial Conduct Authority, FRN: 617682