



NOVEMBER 2019

TRUSTEE OPPORTUNITY

CHAIR OF TRUSTEES

We are an independent charity that provides quality assured advice to over 4500 people each year and we are seeking energetic, innovative trustees to be responsible for governance and shaping the strategic direction of the charity.

What will you be doing?

As well as contributing as a Trustee, the Chair will:

- 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;
 - Represent the organisation at all key internal and external meetings including those with local authorities, other local Suffolk Citizens Advice organisations, staff and volunteers;
 - Work with the Board's portfolio holders and the Chief Executive 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 Executive, 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 Executive including an annual appraisal and
 - Annually review how effectively the Trustee Board operates and instigate action for improvement.
-

What are we looking for?

Each individual member of the Trustee Board brings skills and qualities. 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 and an
 - Ability to work effectively as a member of a team.
-

What difference will you make?

The Trustee Board is 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.

CANES's role is to provide independent, quality assured advice to all people within its area who seek its help. This means constantly meeting new challenges associated with changing legislation, and variations in the social, political, economic and technological environment.

By providing strategic leadership and guidance to the charity, the Chair will have the opportunity to make a positive impact for the people in North East Suffolk

What's in it for the volunteer?

The Chair will:

- Make a positive impact for people in your local area by ensuring Citizens Advice North East Suffolk is sustainable and meets the needs of the community;
- Meet people and build relationships with Trustees, staff and other volunteers;
- Build on governance, leadership and strategy skills and
- Increase your employability.

November 1st 2019