****

**The Bureau is seeking at least two Trustees to strengthen its Board.**

We are an independent charity and a company governed by a Board of Trustees with the day to day running of the Bureau delegated to the Chief Executive.

**Purpose of the role:** To guide the strategic direction and governance of the Bureau and ensure legal and statutory compliance.

**Personal Skills and qualities:** commitment and availability to attend bureau trustee board meetings, willingness to gain knowledge of local needs and resources, willingness and ability to act in the best interests of the bureau.

The Trustee Board is looking for people from all sections of the community with a wide range of skills and experience. We are in particular need of support with marketing, PR and communications, as well as those with an understanding of the South Worcestershire community that we serve.

The time commitment is around 5 meetings per year plus input into email discussions and ‘task and finish’ groups. Some Trustees do become more involved in specific work where their skills are relevant, and this may increase the frequency of their attendance.

The role is unremunerated; however, travel expenses can be claimed.

For an informal discussion or an application pack please email the Chairman,

Chris Bocock on *chrisbocock69@gmail.com*

Or call on 07970 485139

****

**About being a Trustee at the Bureau - general overview**

Citizens Advice South Worcestershire is a registered charity and company limited by guarantee.

The Board usually meets 5 times a year. Meetings are held in the evenings, usually between 6-8pm.

The AGM is additional and separate from these meetings.

Some Trustees take on additional responsibilities, for example, acting as Chair or Vice Chair, Company Secretary or Treasurer. However the main duties and responsibilities of all trustees are as follows:

**Main duties and responsibilities for all trustees**

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 the bureau
* 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
* 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 of the bureau and ensuring that it operates within its means and objects, and that there are clear lines of accountability for day-to-day financial management
* supporting the development of the bureau through participation in agreed projects
* actively seeking to further the strategic objectives of the bureau, and acting in the best interests of the bureau at all times
* maintaining confidentiality about any sensitive or confidential information received during duties as a trustee.

**Personal skills and qualities for all trustees**

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

* commitment and availability to attend bureau trustee board 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 CAB service, including those relating to equal opportunities, independence, and research and campaigns
* willingness and ability to act in the best interests of the bureau
* ability to understand and accept their responsibilities and liabilities as trustees and employers
* willingness to participate in democratic process which develops CAB policies by area and nationally
* numeracy to the extent required to understand CAB accounts with the support of a 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
* ability to be confidential

**For more information, please contact the Chairman of the Trustees,**

**Chris Bocock, in the first instance.**

**E:** *chrisbocock69@gmail.com*

**T:** 07970 485139