



Trustee Job Description

About Citizens Advice East Berkshire

Citizens Advice East Berkshire is a charity providing free, independent and confidential advice to people living or working in Bracknell Forest, Maidenhead, Windsor and Slough. We provide a service for around 10,000 local residents and resolve over 35,000 issues every year. Our work can improve people's financial situation and improve health; reducing stress and increasing people's confidence to deal with their own problems. We value diversity, promote equality and challenge discrimination for the communities and individuals in East Berkshire.

Citizens Advice East Berkshire is governed by a board of trustees, all local people, now seeking additional Trustee members to support our work.

What will you do?

- Complete an induction for your role
- Maintain an awareness of how Citizens Advice East Berkshire operates
- Regularly attend, prepare for and take an active part in meetings
- Support the development and strategic objectives of Citizens Advice East Berkshire through participation in agreed projects
- Maintain confidentiality about any sensitive or confidential information received in the course of duties as a trustee
- Take responsibility for your own learning and development
- Take an active discussion during board meetings and work with other trustees to:
 - Set policy and strategy direction, set targets and evaluate the performance of Citizens Advice East Berkshire
 - Ensure that all the finances and supporting financial control systems of Citizens Advice East Berkshire are in order including that full financial records are kept for all transactions, that money is only spent for the purpose given, and that proper financial controls are in place to safeguard the organisation's resources
 - Monitor the financial position of Citizens Advice East Berkshire ensuring that it operates within its means and objectives, ensuring that there are clear lines of accountability for day to day financial management

- Seek the views of all sections of the community and monitor how well the service meets the needs of the local community
- Ensure that the service plans for the recruitment and turnover of staff and volunteers
- Monitor whether the service complies with its governing document and meets Citizens Advice standards
- Review its own work and how effectively it operates including action for improvement

What's in it for you?

- Make a positive impact for people in your local area by ensuring Citizens Advice East Berkshire 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

And we'll reimburse expenses too.

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:

- Commitment and availability to attend 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 Citizens Advice service, including those relating to equal opportunities, independence, research and campaigns, confidentiality and data protection
- Willingness and ability to act in the best interests of Citizens Advice East Berkshire and exercise good, independent judgement
- Ability to understand and accept their responsibilities and liabilities as trustees and employers
- Willingness to participate in democratic process which develops Citizens Advice policies by area and nationally
- Numeracy to the extent required to understand accounts with the support of a treasurer
- Ability to think creatively and strategically, and exercise good, independent judgement
- Ability to work effectively as a member of a team
- Willingness to undertake training in your role

- Be non-judgmental and respect views, values and cultures that are different to your own

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.

Contact details

If you are interested in becoming a trustee and would like to discuss flexibility around location, time, 'what you will do' and how we can support you, please email recruitment@caeb.org.uk

A [volunteer application form](#) can be found on the Citizens Advice East Berkshire website.