

# Trustee Role Profile

## About us

We are a local charity and member of the Citizens Advice Network, serving residents in Crawley, Horsham, Mid Sussex, Adur and Worthing in West Sussex. We aim to reduce social, economic and health inequalities through information, advice, casework and advocacy. Last year we helped 40,000 people with over 100,000 problems through our 240 volunteers, staff and community champions.



We are committed to the values of equity, diversity and inclusion and challenge discrimination, work to improve local and national systems and be partner people are proud of.



## What will you do?

Trustees are volunteers who are responsible for ensuring the Charity meets its legal and charitable responsibilities, it sets the strategy.

Trustees:

- set policy and strategy direction, targets and evaluate performance
- work on specific projects with other trustees or staff to further our strategic objectives
- take an active discussion during board meetings and decision making
- monitor the charities financial position and ensure controls are in place, ensuring we operate within our means and objectives
- seek the views of all sections of the community and monitor how well the service meets the needs of the local community
- ensure the charity meets its legal and charitable responsibilities
- ensure that the charity plans for the recruitment and turnover of staff and volunteers
- review its own work and how effectively it operates including action for improvement

## What do you need to have?

You don't need specific qualifications or skills, you may have personal or professional lived experiences but you'll need to:

- understand and accept the responsibilities and liabilities as trustees
- be non-judgemental and respect views, values and cultures that are different to your own
- have good listening, verbal and written communication skills
- be able to exercise good independent judgement
- have good numeracy skills to understand accounts with the support of the treasurer
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection
- be willing to undertake training in your role.

## What's in it for you?

- Make a positive impact for people in your local area by ensuring the charity is sustainable and meets 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
- Reasonable travel expenses are reimbursed.

## How much time do you need to give?

Trustee boards usually meet in the evenings, usually every 3 months for around 2 hours.

You may need to attend other meetings if you're involved in specific projects or join a Committee which usually meets every 3 months. You will need time to read papers and prepare for meetings and we will have planning and celebration meetings as well as our AGM each year.

## 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.

## How to apply or find out more

If you are interested in joining us as a trustee and would like to discuss please email:

[busres@westsussexcab.org.uk](mailto:busres@westsussexcab.org.uk)

Applications are by CV and covering letter outlining how your skills and experience to be a Trustee for Citizens Advice in West Sussex.

**We look forward to hearing from you!**