**Citizens Advice York: role description: trustee**

**Title: Trustee** (volunteer)

**Responsible to: The Chair and Trustees**

**Main purpose of the role**

As a member of the Trustee Board (TB) to

 - determine the Bureau’s mission and long term aims

 - approve the Bureau’s strategy, Business Plan, budgets and targets; monitor performance

 - provide support, guidance and challenge in the development and implementation of Bureau strategy

**Key responsibilities**

* enable the Bureau to meet fully its statutory and other requirements in respect of

 - setting budgets, approving strategies, policies and monitoring performance

- maintaining the solvency of the Bureau

- reporting to statutory bodies

- conducting business in accordance with its Instrument & Articles and good practice

- compliance with the CitA (national body) agreement

* follow the highest standards of corporate governance in line with the Nolan Principles
* prepare for and participate actively in TB meetings, other trustee and Bureau activities
* establish open, supportive, challenging and effective relationships with other trustees, the CEO and members of the senior management team
* keep informed of and support the work of local Citizens Advice, always acting in its best interests, and maintain the confidentiality of all sensitive and confidential information received as a trustee

**Relationships**

* other Trustees
* the CEO, bureau senior managers and other staff, volunteers

**Skills, experience and personal qualities**

Each individual member of the TB brings personal and /or professional skills and qualities to the board. In addition, they should have

* commitment to the aims, principles and policies of Citizens’ Advice, including equality of opportunities, equality and diversity, independence and Research and Campaigning
* commitment to understand how the bureau works, local needs and continuous improvement
* skills to analyse issues, think strategically and solve problems creatively
* good communication and questioning skills, ability to listen positively and appraise critically
* good team and interpersonal skills, ability to build working relationships
* ability to make reasoned decisions and to act honestly, diligently and in good faith in the best interests of the Bureau

Candidates should be able to demonstrate the above skills, experience and personal qualities through success in private or public sector management/leadership roles, or community, voluntary and other work or education experiences. We realise people with the abilities and qualities to be good, effective trustees come from a wide variety of backgrounds and we welcome applications from them all.

**Indication of annual time commitment**

* 6 TB meetings (2-3 hours, plus preparation)
* occasional half day strategic meetings
* perhaps membership of a committee or an occasional task and finish group
* occasional other trustee training events, meetings and CitA meetings
* individual trustee/Chair meeting (1)
* attendance at the AGM (evening, c.2 hours)
* new trustee induction (perhaps 2 half days) – in the Bureau and CitA (the national body)

**Eligibility**

* a person is ineligible to be a trustee if they are an undischarged bankrupt or have been sentenced to a term of imprisonment (suspended or not) for a period of not less than three months within the past 5 years, or of not less than two and half years within the past 20.
* staff or volunteers at CAY may not be appointed as members of the TB.

**Other Requirements and points to note**

**Trustees are required to:**

* understand and sign a Code of Conduct for TB members
* sign and comply with the CAY confidentiality agreement
* complete and keep up to date a declaration of interests for inclusion in the Register of Members’ Interests, which is open for public inspection on request
* make a commitment to a 3-year term of office

If necessary appropriate expenses (consistent with the CAY staff expense policy) may be paid when agreed in advance with the Chair