

## Trustee Role Description

Our trustees play a vital role in making sure that Citizens Advice Leeds achieves our core purpose. They ensure that Citizens Advice Leeds has a clear strategy and that our work and goals are in line with our vision. Trustees also have a collective responsibility for ensuring the organisation meets required standards as a charity, a company and an employer.

We provide trustees with induction and training to ensure they are confident in carrying out their role and further support is available through the Citizens Advice network. The key responsibilities of trustees are described below.

### Role description

- Have a clear understanding of Citizens Advice Leeds' purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee the charity's financial plans and budgets and monitor and evaluate progress. Review and approve financial reports.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Provide support to the CEO in the exercise of their delegated authority and affairs but also question and challenge where appropriate.
- Keep abreast of changes in the charity's operating environment.
- Contribute to regular reviews of the charity's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Support the development of the organisation through participation in agreed projects.
- Further the strategic objectives of the organisation and act in the best interests of the organisation at all times.
- Use independent judgement, acting legally and in good faith to promote and protect the charity's interests, to the exclusion of your own personal and/or any third party interests.
- Act in accordance with the Citizens Advice Leeds trustee code of conduct.
- Maintain confidentiality about any sensitive/ confidential information received in the course of your duties as a trustee.

## **What we are looking for**

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our Board.

### **Personal skills and qualities**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a Board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Commitment to acting in accordance with Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- For the role of Treasurer, we are also looking for someone who is ACA qualified and with experience of managing budgets in excess of £1 million p.a. Experience of dealing with charity accounts would also be advantageous.

## **Terms of appointment**

### **Terms of office**

- Trustees are appointed for a 3 year term of office and can be reappointed for further terms.
- This is a voluntary position, but reasonable expenses are reimbursed.

### **Time commitment**

- Attending at least 6 Board meetings annually. Meetings are held monthly (except for August and December) and last around 1.5 hours. We do not have separate sub-committees so all trustees are involved in all aspects of the Board's work. Time should also be allowed for reading Board papers in advance and preparing for meetings.
- Board meetings are held on Tuesdays at 6pm. Meetings are now being held in person at our offices, but remote attendance is possible if preferred.
- Attending an annual strategy meeting, held on a Saturday morning or a weekday evening.
- Undertaking training and participation in regional/national conferences as agreed.