

Trustee board member

Role profile

What does it involve?

Our Trustees make sure that Citizens Advice Westminster is delivering its charitable aims to reduce poverty by providing a free, independent, confidential and impartial advice service for people in Westminster.

You and your co-Trustees will make sure we are carrying out this mission, including by working together to set our overall strategy and goals.

You don't have to have experience as a Trustee since we provide comprehensive training, but you must be committed to our aims and values and be able to explain our purpose.

Trustees have legal duties – there is a helpful summary here [The legal duties of trustees | NCVO](#). These include making sure that Citizens Advice Westminster

- complies within its governing document (Articles of Association), charity law, company law and any other relevant legislation or regulations

- focuses on its objects and applies its resources exclusively to deliver these. For example, it must not spend money on activities which are not included in the objects.

Trustees should:

- contribute actively to the Board of Trustees
- safeguard the good name and values of Citizens Advice Westminster, and the national Citizens Advice service.
- ensure the financial stability of the organisation.

Each Trustee should use their skills, knowledge or experience to help the board of Trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise or lived experience.

All Trustees are required to complete an induction programme for their role.



What's in it for you?

A trusteeship will enable you to:

- make a positive impact for people in your local area by ensuring we are meeting the needs of the community and are sustainable
- meet people and build relationships with Trustees, staff and other volunteers and a diverse community
- build on and develop your skills and experience including in leadership, Equity, Diversity and Inclusion and your lived experience in our communities
- increase your skills relevant to your career

This is a voluntary role and Trustees receive no remuneration. Trustees are entitled to claim expenses for attendance at board and committee meetings, as well as other events necessary for the fulfilment of the Trustee's duties.



What you need to have?

The candidate must have:

- a commitment to the aims and vision of Citizens Advice Westminster, including a commitment to equity, diversity and inclusion.
- a willingness and commitment to meeting the minimum time requirement
- experience from either the private or public sector with experience of non-profit organisations
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of their legal duties and responsibilities of trusteeship – we provide training
- an ability to work effectively as a member of a team and to take decisions for the good of the organisation.



How much time do you need to give?

We would expect trustees to commit to at least five days each year for Board meetings, with additional time is also required for reading papers and other

communication, as well as completion of mandatory Trustees training modules annually and triennially.

We hold Board meetings at least four times a year (plus the Annual General Meeting) to discuss and make decisions concerning the business of the organisation. The meetings alternate between virtual and in-person meetings in central London, and are usually held between 6-8pm.

The Finance and General Purposes Committee also meets virtually four times a year during office hours. There are also occasional away days for trustees.

All Trustees will receive a thorough in-depth induction upon appointment, followed by regular skills audits and appraisals.



Valuing inclusion

Our volunteers come from a range of backgrounds and we particularly welcome applications from Westminster residents, disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and applicants from the wide range of local communities in Westminster.

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 contact us.



Contact details

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