

Trustee board member

Role profile

What will you do?

As a Trustee of Citizens Advice Westminster, you will help ensure that the organisation delivers its charitable aims by providing free, independent, confidential and impartial advice to people living, working and studying in Westminster.

You will:

- complete a full induction programme and mandatory trustee training
- maintain an awareness of how Citizens Advice Westminster is operating and the needs of local communities
- read papers and attend Board meetings, committee meetings and occasional trustee development sessions
- take an active part in discussions and decision-making
- use your skills, knowledge, professional expertise or lived experience to support the work of the Board
- where appropriate, contribute to specific projects, working groups or strategic initiatives
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Working with your fellow Trustees, you will:

- set the strategic direction of Citizens Advice Westminster and monitor progress against agreed objectives

- ensure the organisation delivers its charitable purposes and complies with its Articles of Association, charity law, company law and other relevant regulations
- safeguard the reputation, values and independence of Citizens Advice Westminster and the wider Citizens Advice network
- monitor organisational performance within Citizens Advice quality assurance frameworks
- ensure the organisation remains financially sustainable and operates within its resources
- oversee financial controls, risk management and governance arrangements
- ensure there are clear lines of accountability for the day-to-day management of the organisation
- support the organisation's commitment to equity, diversity and inclusion
- ensure the organisation plans effectively for the recruitment, development and retention of staff and volunteers
- review the effectiveness of the Board and identify opportunities for continuous improvement

Read more about Trustees' legal duties – there is a helpful summary here [The legal duties of trustees | NCVO](#)

What's in it for you?

Becoming a Trustee will enable you to:

- make a positive impact on people's lives by helping ensure Citizens Advice Westminster remains sustainable and responsive to local needs
- contribute to reducing poverty and inequality in Westminster
- meet and build relationships with fellow Trustees, staff, volunteers and community partners
- develop your knowledge and experience of governance, strategy, leadership and the charity sector
- broaden your understanding of equity, diversity and inclusion and the challenges facing local communities

- gain valuable experience and skills that can support your personal and professional development

This is a voluntary role and Trustees receive no remuneration.

Reasonable expenses incurred while carrying out trustee duties, including attendance at Board and committee meetings, will be reimbursed.

What you need to have?

You do not need previous trustee experience, and we welcome applications from people from a wide range of backgrounds.

We are looking for people who:

- are committed to the aims and values of Citizens Advice Westminster
- support our commitment to equity, diversity and inclusion
- understand and accept the legal responsibilities of trusteeship (training and support will be provided)
- can think strategically and exercise sound independent judgement
- are willing to contribute ideas, ask constructive questions and participate in decision-making
- have good listening, verbal and written communication skills
- can work collaboratively as part of a team
- are willing to undertake ongoing trustee learning and mandatory training
- can commit sufficient time to fulfil the responsibilities of the role

We welcome applications from people with experience gained in the private, public or voluntary sectors, as well as those who can bring relevant lived experience and community insight.

How much time do you need to give?

Trustees are expected to commit approximately five days per year to Board activities.

This includes:

- attending four Board meetings each year and the Annual General Meeting

- reading papers and preparing for meetings
- completing mandatory trustee training
- participating in occasional trustee away days, development activities or recruitment panels

Board meetings alternate between virtual meetings and in-person meetings held in central London and are usually held between 6.00pm and 8.00pm.

Trustees may also be invited to join Board committees or short-term working groups. Members of the Finance and General Purposes Committee meets virtually four times a year during office hours; this is in addition to the regular board and annual general meetings.

We are happy to discuss flexibility around the time commitment.

Valuing inclusion

Our volunteers and Trustees come from a wide range of backgrounds and experiences. We are committed to building a Board that reflects the diverse communities we serve.

We particularly welcome applications from Westminster residents, disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, people from ethnic minority communities and others who are currently under-represented in charity governance.

If you are interested in becoming a Trustee and would like to discuss flexibility around location, accessibility requirements, time commitments or how we can support you in the role, please contact us.

Contact details

companysecretary@westminstercab.org.uk