

Volunteer Uttlesford

<https://volunteeruttlesford.org.uk/opportunity/cab-trustee/>

Trustee for advice service

Description

Someone with current or recent experience in social care or as an NHS healthcare professional is needed to become a trustee of a local Citizen's Advice Bureau.

Trustees are volunteers who are expected to use their skills, knowledge, and experience to help guide and govern the local CAB. They work with the chief executive and other staff to shape strategy and give direction. They help ensure the service:

- offers high-quality advice to the local community.
- complies with the law, including upkeep of premises, insurance, recruitment and equipment
- is securing money to meet current and new demands, and that all funds are used responsibly
- is recognised and valued by local organisations, funders and people, who are aware of the vital service it provides.

Qualities required include:

- awareness of some of the issues that affect the local area
- understanding of the responsibilities and liabilities of trustees
- ability to be non-judgmental and respect the views, values and cultures of others
- good listening, verbal and written communication skills
- good numeracy skills to understand accounts with the support of the treasurer
- a willingness to undertake training.

Attendance at regular meetings (usually evenings, eight times a year) is expected from all trustees. Sometimes trustees will get involved in additional governance projects, such as supporting fundraising, developing strategy or overseeing HR procedures.

Date posted

08/07/2021

By clicking the Enquire button and submitting your contact information, you consent to Volunteer Uttlesford passing your details to the organisation seeking support, who will then be in touch to progress your enquiry.