



Who are we?

Citizens Advice Rural Cambs (CARC) is a local, independent charity and part of the national Citizens Advice network. We deliver free, confidential, and impartial advice to people across rural Cambridgeshire, covering Fenland, Huntingdonshire, and through some of our projects, East Cambridgeshire. Our dedicated team of staff and volunteers helps thousands each year with issues ranging from benefits and debt to housing, employment, and access to essential services.

With just under **7,500 clients supported last year** and over **£5.4 million in income gains achieved for local people**, our impact is real and far-reaching. We also deliver key services such as the **Cambridgeshire Local Assistance Scheme**, providing vital practical support to those in crisis.

Backed by strong training and development opportunities, CARC offers a meaningful, varied role for its staff and volunteers making a tangible difference every day.

Financially, we are a stable and growing organisation with an annual income of around **£1.1 million**, supported by grants, donations, and charitable funding.

Joining CARC means becoming part of a trusted, community-rooted charity with a positive reputation, ambitious plans, and a real commitment to improving lives across rural Cambridgeshire.

What does it mean to be a Chair of our trustees?

Role Overview

As Chair of the Trustee Board at CARC, you will lead a committed group of Trustees in steering the strategic direction and governance of the charity. Your role is pivotal in ensuring that CARC remains aligned with its mission and values, while fostering a culture of collaboration, accountability, and impact.

You will act as a key liaison between the Board and the Senior Leadership Team, particularly the Chief Officer (CO), offering both support and challenges to ensure effective leadership and delivery of CARC's objectives.

The role can be what you make of it – whether that be hands on with the Senior Leadership Team or a transactional approach for steer and guidance.

Collective Responsibility of the Board

Board members share collective responsibility, meaning decisions are made as a team, not by individuals. As the Chair of the Trustees, you will lead a dynamic group working together to steer CARC in the right direction.

What can you expect to be involved with?

Leadership Responsibilities

As Chair, you will:

- **Lead the Board:** Facilitate effective Board meetings, ensuring all Trustees are engaged, informed, and contributing to collective decision-making.
- **Champion Governance:** Oversee governance reviews and ensure compliance with legal and regulatory requirements.
- **Support the CO:** Provide strategic counsel and oversight, maintaining a constructive and transparent relationship with the CO.
- **Drive Strategic Focus:** Ensure the Board remains focused on CARC's long-term goals, approving and monitoring strategic plans and policies.
- **Promote Financial Stewardship:** Lead the Board in overseeing financial health, approving budgets, and reviewing financial statements.
- **Foster Board Development:** Encourage trustee development, diversity of thought, and succession planning.
- **Represent CARC:** Act as an ambassador for the charity, using your networks and influence to promote its work and reputation.

Engagement Beyond Meetings

As Chair, your involvement will extend beyond formal meetings. You may be called upon to:

- Lead strategic discussions and working groups.
- Represent CARC at external events or with stakeholders.
- Provide guidance on emerging issues or initiatives.
- Support trustee recruitment and onboarding.

What are we looking for?

We are seeking individuals who are eager to bring passion, energy, and fresh perspectives to the Board. We want people who will help diversify our thinking and broaden the vision of our governance.

We seek a Chair who brings:

- **Visionary Leadership:** Ability to inspire and guide the Board with clarity and purpose.
- **Strategic Acumen:** Strong understanding of governance, strategy, and risk management.
- **Inclusive Leadership:** Commitment to equity, diversity, and inclusion in all aspects of Board work.
- **Excellent Communication:** Skilled in facilitating dialogue, resolving conflict, and building consensus.
- **Integrity and Commitment:** A deep belief in CARC's mission and a willingness to act in its best interests.

Terms of Appointment

The Chair may serve in this role for up to **six years**, subject to re-election at the third AGM following initial appointment.

This is a **voluntary role**, with reasonable expenses reimbursed.

Time Commitment

Regular attendance at Board meetings, up to 6 a year, currently held in Chatteris, Cambridgeshire, with hybrid options available, as well as attending CARC's AGM.

Participation in annual strategy days and training sessions.

Occasional involvement in working groups or executive support.

Are you ready to lead a passionate Board and help CARC make a lasting impact in rural communities? If so, we'd love to hear from you.