



Rural Cambs - Trustee

Are you ready to make an impact and help Citizen Advice Rural Cambs (CARC) achieve its mission? We'd love to hear from you! Please don't hesitate to contact us at admin@ruralcambscab.org.uk

In this vacancy pack you'll find:

- Who are we?
- Our values
- What does it mean to be a trustee?
- What can you expect to be involved with?
- What are we looking for?
- Terms of appointment

Who are we?

Citizens Advice Rural Cambs (CARC) is an independent local charity supporting residents in Fenland and Huntingdonshire by providing free independent, confidential and impartial advice.

Our aim is to provide the advice people need for the problems they face and to improve the policies and practices that affect people's lives.

1. We're local and we're national. We have 6 national offices and offer direct support to people in around 350 independent local Citizens Advice services across England and Wales.

2. We're here for everyone. Our advice helps people solve problems and our advocacy helps fix problems in society. Whatever the problem, we won't turn people away.

3. We're listened to - and we make a difference. Our trusted brand and the quality of our research mean we make a real impact on behalf of the people who rely on us.



Our values

We're inventive. We're not afraid of trying new things and learn by getting things wrong. We question every idea to make it better and we change when things aren't working.

We're generous. We work together, sharing knowledge and experience to solve problems. We tell it like it is and respect everyone.

We're responsible. We do what we say we'll do and keep our promises. We remember that we work for a charity and use our resources effectively.



What does it mean to be a trustee?

Role Overview

- Our trustees are the backbone of CARC, playing a crucial role in ensuring that we stay true to our aim and values. They are responsible for overseeing the charity's overall management and administration, ensuring that our strategy is clear, and guiding our efforts toward achieving our goals. Just as importantly, trustees provide vital support and challenge to our executive team, helping CARC to grow, evolve, and achieve its aim.

Collective Responsibility of the Board

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



What can you expect to be involved with?

Duties

- Provide Strategic Support and Guidance: Advise on CARCs core purpose, aim, goals, and activities to ensure they are aligned.
- Approve and Monitor Strategy: Approve operational strategies and policies, ensuring their effective implementation and tracking progress.
- Oversee Financial Health: Supervise the charity's financial plans and budgets, ensuring funds are used wisely and goals are being met.
- Ensure Efficient Operations: Make sure that CARC runs smoothly and that resources are used effectively.
- Manage Risks: Identify, monitor, and control risks that could affect the charity's success.
- Review Financial Statements: Approve and review CARCs financial statements to ensure transparency and accountability.
- Support and Challenge the CEO: Offer guidance and constructive challenge to

the CEO, supporting their leadership while ensuring effective governance.

- **Stay Informed:** Keep up to date with changes in the external environment that may impact the charity.
- **Contribute to Governance:** Participate in regular reviews of governance and attend Board meetings, prepared to actively engage in discussion.
- **Act with Integrity:** Use independent judgment, acting in good faith to protect the best interests of CARC above personal or third-party interests.
- **Promote CARC:** Use your expertise, networks, and influence to help raise awareness of CARC and further our reputation and goals.

Engagement Beyond Meetings

As a small charity, there will be times when trustees are called upon to engage outside of regular Board meetings. This may include reviewing documents, leading discussions on key issues, offering expertise on new initiatives, representing the charity externally, or providing support in areas of specific trustee expertise.



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.

No previous trustee experience? No problem! We'll provide comprehensive induction and training to get you up to speed.

Personal Skills and Qualities:

- **Commitment to Responsibility:** A willingness to understand the role's responsibilities and act in the charity's best interests.
- **Strategic and Creative Thinking:** Ability to think critically, strategically, and creatively, making informed and independent decisions.
- **Strong Communication:** Effective communication skills and a proactive attitude in Board discussions.
- **Dedication to Equity and Inclusion:** A deep commitment to diversity, equity, and inclusion.
- **Passion:** Genuine enthusiasm for CARC's aim and mission.
- **Leadership by Values:** Willingness to lead according to CARC's values and principles.

Terms of Appointment

- All elected Trustees shall retire from office at the third AGM following their election or appointment respectively but may be re-elected for a further three-year term, with a six-year restriction applying only to the post of Chair, Vice-Chair and Treasurer.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time Commitment

- Attend Board meetings on a regular basis, currently held in person but hybrid attendance can be organised.
- Participate in annual strategy days and/or training sessions as required.

Working Group

- Occasional involvement in working groups or providing support to the executive team on specific initiatives.

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