

**We are seeking to recruit some additional Trustees**

Citizens Advice New Forest is a local independent charity reliant on committed volunteers and local funding. We provide free, impartial and confidential advice and information to all in the community who need it, on topics such as benefits, debt, food banks and housing. We campaign on issues we identify as impacting adversely on people’s lives.

We currently provide our service from 5 offices (including Lymington, New Milton and Totton) and through several outreach locations around the New Forest area, as well as via phone, email and web-chat. We have 2O paid staff and over 70 volunteers, including Trustees. Well-established with a good reputation, we are entering an exciting period of change, as our digital work expands and we work increasingly in partnership with other agencies across the New Forest.

Ideally we would like to recruit Trustees from both New Milton and Totton, in order to widen our geographic representation.

**Duties of a Trustee at CANF**

1. To keep up to date with what CANF is doing, giving enough time and energy to the business of CANF, and meeting regularly enough to make the decisions that are needed
2. To actively contribute to setting policy and strategic direction, defining goals, setting targets and evaluating performance, seeking to further the strategic objectives of CANF
3. To ensure that CANF is well-run and efficient, using their general knowledge, skill and experience
4. To act in the best interests of CANF, accepting, jointly with other trustees, ultimate responsibility for directing the affairs of CANF so that it is solvent and well-run, and delivering the charitable outcomes for the benefit of the public
5. To regularly update and refresh skills and knowledge; take responsibility for ongoing training and continuous development, including keeping abreast of developments within the charity, its sector, and the legal, regulatory and governance environment
6. To commit sufficient time to prepare for and attend meetings and participate in other activities relating to the charity
7. To monitor compliance with CANF governing documents and how well the advice service meets the needs of the local community.

**Personal Skills, Qualities and Knowledge requirements** (E: Essential D: Desirable)

* excellent communication and interpersonal skills (E)
* impartiality, fairness and the ability to respect confidences. (E)
* tact and diplomacy (E)
* an understanding of, and commitment to, CANF’s aims and principles (E)
* experience of meetings and committee work (D)
* knowledge of the type of work undertaken by CANF (D)
* commitment to keeping abreast of the changes in the organisation and the external environment (D)

**Special Requirements**

Trustees are expected to live in or near the New Forest area.

**Impact of Role**

This is a real opportunity to make a significant difference within the community. CANF is a unique organisation with very talented staff and volunteers. New Trustees would be joining a proactive Board of Trustees who are open to new ideas and who work well together.

The role of Trustee is vital to the organisation. We are looking for local individuals (to become Trustees) and to help us develop and implement CANF’s strategy and business plan, in order to enable CANF to meet the challenges which lie ahead.

This volunteer post will bring many challenges but an equal amount of satisfaction. CANF is a very professional organisation run by people with both drive and commitment.

**Time Commitment, Expenses and Location**

There are quarterly meetings of the Board each year, which may last up to 3 hours. Additionally, the Finance and Management Committee meets 4 times a year and these meetings usually last about 2.5 hours.

There is also an annual Strategy Meeting which operates in the less formal format of a workshop. There are also social events throughout the year for staff and volunteers – including Trustees. Visits to CANF offices are desirable.

Most meetings are currently held in Lymington but this can be varied as necessary.

The role is voluntary and unpaid. All reasonable expenses will be paid.

If you would like more information, visit our website: [www.newforestcab.org.uk](http://www.newforestcab.org.uk). Please also feel able to contact Phill Jennison, Vice Chair of Trustees. email: Trustee-7@newforest.cabnet.org. or phill.jennison16@gmail.com.