



AREA SUPPORT OFFICE

Key House
106 High Street
Yiewsley
Middlesex
UB7 7BQ

Date: April 2016

Application for Trustee

Dear Applicant

Thank you for your interest in becoming a Trustee with Hillingdon & Ealing Citizens Advice (HECA).

If you wish to offer your services to HECA please read the information and complete the application and equal opportunities forms in as much detail as possible.

We are sure that you will find working with HECA rewarding, exciting and challenging and look forward to receiving your application.

Thank you for your interest.

Yours sincerely

Norman Beazant
Chair

HILLINGDON ADVICE & INFORMATION LINE 0344 848 7903

Registered office: Hillingdon and Ealing Citizens Advice, Key House, 106 High Street, Yiewsley, Middlesex UB7 7BQ

Charity registration number 1045991, Company Limited by guarantee.

Registered number 3028957 England. Authorised and regulated by the Financial Conduct Authority, FRN: 617635



Trustee Duties

Each individual member of the Trustee Board has a responsibility to contribute to the discharging of the Board's duties. She/he can do this by:

- **maintaining an awareness of the business of the organisation**
- **regularly attending a minimum of 4 meetings per year, preparing for and taking a full part in meetings**
- **actively contributing to setting policy and strategic direction, defining goals, setting targets and evaluating performance**
- **monitoring whether the service complies with its governing document, whether it meets Citizens Advice standards and how well the advice needs of the local community are being met**
- **monitoring the financial position of the organisation and ensuring that it operates within its means and objects, and that there are clear lines of accountability for day-to-day financial management**
- **supporting the development of the organisation through participation in agreed projects**
- **actively seeking to further the strategic objectives of the organisation, and acting in the best interests of HECA at all times**
- **maintaining confidentiality about any sensitive/confidential information received in the course of duties as a trustee.**

Personal Skills and Qualities

- **commitment and availability to attend a minimum of 4 bureau Trustee Board meetings per year**
- **effective communication skills and willingness to participate actively in discussion**
- **willingness to gain knowledge of local needs and resources**
- **commitment to the aims, principles and policies of the CAB Service, including those relating to equal opportunities, independence and social policy**
- **willingness and ability to act in the best interests of the organisation**
- **ability to understand and accept their responsibilities and liabilities as trustees and employers**
- **willingness to participate in democratic process which develops CAB policies regionally and nationally**
- **numeracy to the extent required to understand CAB accounts with the support of a Treasurer**
- **willingness and ability to learn**
- **ability to think creatively and strategically, and exercise good, independent judgement**
- **ability to work effectively as a member of a team**

HILLINGDON & EALING CITIZENS ADVICE (HECA)

GENERAL INFORMATION FOR TRUSTEES

Commitment:

HECA aims to provide full support and training for all staff.

Training:

Training is provided at no charge where it is necessary for your development as a member of the Trustee Board.

Training may be held locally or in London and may be provided by Citizens Advice, other recognised agencies or “in house” tutors.

Travel Expenses:

Reasonable travel expenses are paid to Trustee volunteers for travel to Management Committee Meetings, training, etc.

Travel expenses are paid by an auto-pay system direct into Trustee volunteer’s bank accounts.

Selection Interviews/References:

All potential Trustees have a selection interview to confirm their suitability to join the HECA Management Committee. This will be arranged on receipt of a completed application form and two written references.