

# Are you looking for a trustee opportunity?

We are looking for some new trustees and will be accepting applications until 31st October 2026. Read on to find out more...

## Becoming a Trustee

Thank you for your interest in becoming a trustee at Citizens Advice North Lancashire!

Our amazing team of 35 staff and 40 volunteers helped over 7,000 people last year.

By providing advice, support and advocacy, our charity supports people so they can address the problems they are facing and find a way forward. We also conduct research and campaign on issues that are affecting people in our community. The biggest issues we help with are financial crises, energy, housing, benefits, debt, family and employment issues.

By being a trustee of our local charity you will help to support and enable our teams to continue to provide support to people across the District.

### What will you do?

- We'll induct you by making sure that you know what we do, where and when, and by meeting the team and feeling welcome
- Maintain an awareness of how Citizens Advice North Lancashire is operating and what the charity is doing
- Read papers for board meetings and attend four full board meetings per year and join one of our committees which also meet four times a year
- Work on specific projects with other trustees or staff to further the strategic objectives of Citizens Advice North Lancashire

- Take an active discussion during board meetings and work with other Trustees to:
  - set policy and strategy direction, set targets and evaluate our performance
  - monitor our financial position ensuring that we operate within our means and objectives, ensuring that there are clear lines of accountability for day to day financial management
  - ensure that all the finances and supporting financial control systems are in order including that full financial records are kept for all transactions, that money is only spent for the purpose given, and that proper financial controls are in place to safeguard the organisation's resources
  - seek the views of all sections of the community and monitor how well the service meets the needs of our local community
  - ensure that the service plans for the recruitment and turnover of staff and volunteers
  - review our own work and how effectively we operate including action for improvement
  - regularly visit our offices and meet with our teams of staff and volunteers so that you understand what we do and how we do it



## What's in it for you?

- Make a positive impact for people in your local area by ensuring our charity is accountable, sustainable and meets the needs of the community
- Meet people and build relationships with Trustees, staff and other volunteers
- Build on your governance, leadership and strategy skills
- Increase your employability

And we'll reimburse expenses too.



## What do you need to have?

You don't need specific qualifications or skills but you'll need to:

- understand and accept the responsibilities and liabilities as Trustees
- clearly understand the difference between governance and operations
- be non-judgmental and respect views, values and cultures that are different to your own
- have good listening, verbal and written communication skills

- be able to exercise good independent judgement
- have good numeracy skills to understand accounts with the support of the Finance Manager
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection
- be willing to undertake training in your role



## How much time do you need to give?

Trustee boards usually meet in the afternoons or evenings and you'll likely need to give a few hours each month. You may need to attend other meetings if you're involved in specific projects, or meet with volunteers and staff occasionally within our offices. We can be flexible about the time spent and how often you volunteer so come and talk to us.



## Valuing inclusion

Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities. We are also interested in receiving applications from people who have used our service in the past or who have experience of the struggle against poverty.



## Contact details

If you are interested in becoming a trustee at Citizen Advice North Lancashire, in the first instance please get in touch with our CEO Joanna Young at [joannay@northlancashirecab.org.uk](mailto:joannay@northlancashirecab.org.uk) She can answer any questions you may have and organise for you to meet with our Chair of Trustees at a time to suit you both. If you then decide to apply to be a Trustee, she will send you an application form.

Applications will be reviewed by the Board and an interview will be set up at a time to suit you.