



# Vice-chair of trustees

## What will you do?

- complete an introduction for your role
- maintain an awareness of how CASWS is operating
- read papers for board meetings and attend 4-6 meetings per year
- work on specific projects with other trustees or staff within CASWS to further the strategic objectives of CASWS
- provide support and assistance to the Chair in carrying out their responsibilities, acting as a 'critical friend' and sounding board
- take on specific responsibilities delegated by the Chair, e.g. supporting new trustees with their induction
- carrying out the Chair's duties in their absence, with the acknowledgement of the board as being capable and suitable to do so
- providing support and assistance to the chair in carrying out his or her responsibilities, acting as a 'critical friend' and sounding board.
- being open to approaches, where appropriate, from other trustees about the work or judgement of the Chair. The Vice-chair will then discuss any issues arising with the Chair.
- take an active discussion during board meetings and work with other trustees to:
  - set policy and strategy direction, set targets and evaluate the performance of CASWS
  - monitor the financial position of CASWS ensuring that it operates within its means and objectives, ensuring that there are clear lines of accountability for day to day financial management
  - seek the views of all sections of the community and monitor how well the service meets the needs of the local community
  - ensure that the service plans for the recruitment and turnover of staff and volunteers
  - review its own work and how effectively it operates including action for improvement



## What's in it for you?

- make a positive impact for people in your local area by ensuring that CASWS is sustainable and meeting 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'll need to:

- understand the type of work undertaken by CASWS
- understand and accept the responsibilities and liabilities as trustees
- be non-judgmental and respect views, values and cultures that are different to your own
- a good basis of leadership skills
- ability to facilitate and lead meetings
- good interpersonal skills
- have good listening, verbal and written communication skills
- be able to exercise good independent judgment
- have good numeracy skills to understand accounts with the support of the treasurer
- 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 20 hours per month and you may need to attend other meetings if you're involved in specific projects, or meet with volunteers and staff occasionally within CASWS. 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.

If you are interested in becoming a trustee and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



## Contact details

Please contact our Chair of Trustees at [paul.jarrett@casws.org.uk](mailto:paul.jarrett@casws.org.uk) to find out more about the role.