

# East Ayrshire Citizens Advice Bureau

## Thank you for downloading the East Ayrshire CAB Board Recruitment Pack

We are excited to be able to offer volunteer trustee roles. The trustees play an important role in the success of our bureau. They provide leadership, support and guidance to the organisation. We make sure that the bureau runs well, and we fulfil our commitment to the people of East Ayrshire and beyond. Our service is life changing for many and that is what keeps us going.

I have been fortunate to work with other Board members who bring a range of experience and skills. We work as a team and enjoy supporting the bureau to be the best it can be. This role of trustee is rewarding and helps to develop new skills. We need a mix of skills, experience and backgrounds. You do not need previous Board experience, there are learning opportunities and support available.

David

Chair of the Board



# East Ayrshire Citizens Advice Bureau

## What we do

East Ayrshire Citizens Advice Bureau is here to offer free, impartial and confidential advice to East Ayrshire. We deliver support and guidance on a range of topics, giving people the information they need to deal with any situation and improve their lives.

We also offer the following services:

- ✓ Pension Wise
- ✓ Safe and Warm
- ✓ Money Advice
- ✓ Energy Best Deal
- ✓ Patient Advice
- ✓ Independent Housing



## Our Vision

**An East Ayrshire where people as citizens and consumers are empowered and their rights are respected.**

# East Ayrshire Citizens Advice Bureau

## What is the board responsible for?

The Board of Trustees is responsible for our governance and strategy. We ensure the charity is administered effectively, and we account for its activities and outcomes. This means that they ensure that we:

- ✓ Operate legally and effectively
- ✓ Look after our people
- ✓ Manage our finances
- ✓ Develop a clear strategy
- ✓ Share our ideas and experiences
- ✓ Commit to our values and act as a role model.
- ✓ Promote our work positively.
- ✓ Contribute to some of our committees



## Skills and Experience

We would like to hear from wide range of people.

We particularly welcome applications from groups who are typically underrepresented on boards. Just some examples of the experience or expertise you may bring include:

- ✓ Equality, diversity and inclusion
- ✓ Third sector leadership
- ✓ Digital strategy
- ✓ Benefits and rights
- ✓ Legal, HR and finance

You may bring different skills and strengths – more important is your passion to use your skills and experience in guiding and supporting us.



# East Ayrshire Citizens Advice Bureau

## Why become a trustee

Being a trustee brings many benefits, you will:

- ✓ make a difference to the charity and the people we serve
- ✓ work as part of a team
- ✓ learn new skills and gain experience such as leadership, strategy and governance

## How to apply

How to apply For an informal discussion please email

[david.fraser@eastayrshirecab.org.uk](mailto:david.fraser@eastayrshirecab.org.uk)

For an application form please email [volunteer@eastayrshirecab.org.uk](mailto:volunteer@eastayrshirecab.org.uk)

Completed applications to be returned to

[david.fraser@eastayrshirecab.org.uk](mailto:david.fraser@eastayrshirecab.org.uk)

