

## **Vacancy for the Chair of the Board of Trustees at Citizens Advice Bureau, Musselburgh**

There is a rare opportunity to join the Board of Citizens Advice Bureau, Musselburgh as Chair of the Board of Trustees. This is an excellent opportunity to contribute to the community through an organisation that provides vital help and support to local people.

The posts are voluntary, requiring attendance at five Board meetings per year, with some additional time commitment.

The Bureau, located on Musselburgh High Street, operates during normal business hours as well as providing outreach services. There is a drop-in service for general advice, delivered by a team of dedicated and highly skilled employed and volunteer staff, such as specialist money/finance, benefit and employment advisers. The Bureau is a charity and governed by a Board of (currently) 9 Trustees. More details of the organisation, including relating to its aims and ethos, can be accessed on: <http://musselburghcab.org.uk/>

The Chair will direct and draw the Board together, as well as providing a communications and support link between the two employed Bureau Chief Officers (job share) and the Trustees. Further, the Chair presides over Board meetings and ensures that appropriate governance is undertaken. In addition, the Chair represents the Bureau at public events and negotiates for funds where required or appropriate. Hence, particularly for the Chair position, relevant experience relating to governance, leadership, negotiation, delegation and line management is sought, as well as excellent communication skills.

The Chair will take an active role as a Trustee within the Board, discussing, considering and deciding upon issues in relation to the governance of the Bureau. Hence, experience from a business, management, finance and/or legal background would be welcome, although, not essential.

Although, not financially remunerated, the role is high profile and respected within the community. It makes a valuable contribution to the aims of the Bureau, so that local people do not suffer through lack of knowledge of their rights and responsibilities, or of the services available to them, or through an inability to express their need effectively. Further, it contributes to the development of social policies and services to help and support the public.

If you wish to apply, please email to [deborahnelken1@hotmail.com](mailto:deborahnelken1@hotmail.com) a copy of your curriculum vitae along with a letter detailing why are you interested in the position of the Chair and what qualities and experience you could you bring to the role.