



We are looking for a Chair of trustees – could it be you?

Do you want to make a real difference to people in Mole Valley? Citizens Advice gives free confidential advice, whatever the problem, to anyone living in Mole Valley. Last year we helped 10,500 people with over 12,000 issues. We are looking for a Chair of Trustees to take up this important position in 2024/25, following the retirement of the current Chair. For an informal discussion about the role, please get in touch.

Read on to learn more about us and the Chair of Trustees role...

We are Citizens Advice Mole Valley

A small registered charity, we've been helping local people in Mole Valley since 1939, when the Citizens Advice Bureau opened one of its very first local offices in Leatherhead. Dorking opened in 1941 operating at first from a horse box. Citizens Advice Mole Valley was established in 2006 by the merger of Leatherhead and Dorking Citizens Advice. In 2024, we will be celebrating 85 years of support and advice to those living and working in Mole Valley. It's never been a more important time to join us!

What will you do?

- Prepare, plan and chair our board meetings – we have 6 per year - including setting dates and preparing the agenda, working alongside our CEO

- Make sure that decisions/actions agreed are carried out and are within the remit of our membership agreement with Citizens Advice, as well as our governing documents and policies
- With other trustees and the CEO, maintain a diverse and active trustee board, which has a range of skills, experience and knowledge, undertaking recruitment as necessary
- Provide support and supervision for the CEO, including an annual appraisal
- Together with the Treasurer, ensure proper management and control of our finances
- Together with the CEO and the wider board, work to identify fundraising opportunities and build relationships with funders and partners. This will include representing Citizens Advice Mole Valley in the community.



What's in it for you?

- As our Chair of trustees, you will make a positive impact in our community, by ensuring that Citizens Advice Mole Valley is sustainable and meeting the needs of those who live and work locally
- 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 would we like from you?

We are looking for someone who:

- Understands the responsibilities and liabilities of being a charity trustee, as well as having a broad overview of what we do as a local Citizens Advice
- Is willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection
- Can demonstrate sound leadership and judgement

- Shows good interpersonal skills, such as good listening, verbal and written communication, is non-judgemental and respectful, and values cultures that are different to your own
- Has sound numeracy skills to understand accounts with the support of the treasurer



How much time do you need to give?

We estimate that you will need to allow the equivalent of about 4 hours per week spread over the year to undertake this role in an enjoyable and productive way. Our trustee board meets in the evenings, 6 times per year – we aim for board meetings to take no more than 2 hours. You may need to attend other meetings from time to time, such as with your fellow Chairs across Surrey; and we would encourage you to meet our volunteers and staff occasionally, as well as, of course, building a close working relationship with our CEO. 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. Citizens Advice Mole Valley puts inclusion at the forefront of our work, so we would welcome applications from everyone equally. If you are interested in this role and would like to discuss flexibility around it and how we can support you, please contact us.

Does this sound like you?

Now you have had a chance to learn a little more about the role, we would be delighted to speak to you informally, so please get in touch. We are looking forward to hearing from you.