

Chair of Trustees

Citizens Advice Bexley is a charity serving the community in Bexley. We are a member of the Citizens Advice network and part of London Citizens Advice.

We provide free, impartial and confidential advice to people who live or work in the London Borough of Bexley.

We are looking for a new Chair of Trustees, as our current Chair is stepping down at the end of their term. The Chair will work closely with the existing Trustees, Chief Executive Officer, Assistant CEO, staff and volunteers.

What will you do?

- Complete an induction for your role
- Maintain awareness of how the local Citizens Advice is operating
- Plan board meetings with the Secretary and CEO
- Attend quarterly board meetings and the AGM
- Facilitate meetings and ensure participation
- Ensure actions from meetings are carried out
- Monitor trustee attendance and commitment
- Support trustee recruitment and diversity
- Provide support and appraisal for the CEO
- Ensure proper financial management with the Treasurer
- Represent the organisation in the community

What's in it for you?

- Make a meaningful impact in your community
- Build relationships and networks
- Develop governance and leadership skills
- Enhance your professional profile



What do you need?

- Understanding of Citizens Advice work
- Strong leadership and communication skills
- Ability to make independent judgments
- Commitment to inclusion and confidentiality
- Willingness to undertake training
- Ability to support the CEO

Time commitment

Quarterly meetings, AGM, and occasional support. Estimated 16–24 hours per year.

Interested?

Contact: steve.armstrong@bexleycab.org.uk or karen.townsend@bexleycab.org.uk