



Board Administrator

What will you do?

- Liaise with the Chair of Trustees and Company Secretary to plan, arrange and produce agendas and supporting papers for trustee meetings and AGMs
- Taking minutes for Trustees meetings, AGMs and other meetings
- Accurately recording decisions and actions in the minutes
- Managing the administration associated with the ongoing review of policies

Why volunteer for us?

Citizens Advice is there to help people whenever they need it, to campaign on issues that need changing and to champion equality. By joining us you will play a vital part in delivering a much-valued service across Hart District. Your skills can help make a difference to those in need.



What's in it for you?

- Build on and develop skills
- Increase your employability
- Have a positive impact on someone else's experience of volunteering with the local Citizens Advice
- Meet people and build relationships with other volunteers

- Contribute to the smooth running of the advice service which makes a real difference to peoples' lives

And we will reimburse expenses too.



What do you need to have?

The ideal person will have previous experience in administration processes with excellent Microsoft Office and document presentation skills. Previous experience with a Board or Governing Body would be ideal. Our volunteers come from a range of backgrounds as we welcome applications from all members of our community that have the attributes for the role.

You'll also need to;

- Be friendly, patient and approachable
- Respect views, values and cultures that are different to your own
- Have good verbal and written communication skills
- Have good IT skills, including MS Office
- Be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection
- Be willing to undertake a full induction and training in your role



How much time do you need to give?

You would need to be able to commit to preparing for and attending Trustee board meetings which are held 8 times a year in Fleet, usually starting at 4pm and lasting 2 hours. There will be other administrative duties outside of board meetings that can be managed remotely. Estimated time commitment is 7-10 hours per month.

We can be flexible so please come and talk to us.



Where will you be based?

Remotely and meetings will take place in Fleet.



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, LGBTQ+ and non-binary people, and people from Black, Asian and Minority Ethnic communities.

If you are interested in applying for the role and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



Contact Details

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Citizensadvicehart.org.uk/get-involved/volunteering