

Trustee

Job Description & Personal Specification

Responsible to: The Chair

Purpose of Role: Working within the aims, principles and policies of the Citizens Advice service to develop the strategic direction of the organisation.

Main Duties

Each individual member of the trustee board has a responsibility to contribute to the discharging of the board's duties. S/he can do this by:

- Maintaining an awareness of the business of the bureau
 - Taking responsibility for his or her own learning and development
 - Regularly attending, preparing for and taking a full part in meetings
 - Actively contributing to setting policy and strategic direction, defining goals, setting targets and evaluating performance
 - Monitoring whether the service complies with its governing document, whether it meets Citizens Advice standards and how well the advice needs of the local community are being met
 - Monitoring the financial position of the bureau and ensuring that it operates within its means and objects, and that there are clear lines of accountability for day-to-day financial management
 - Supporting the development of the bureau through participation in agreed projects
 - Actively seeking to further the strategic objectives of the bureau, and acting in the best interests of the bureau at all times
 - Maintaining confidentiality about any sensitive/confidential information received in the course of duties as a trustee.
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Personal Skills

- Commitment and availability to attend bureau trustee board meetings
 - Effective communication skills and willingness to participate actively in discussion
 - Willingness to gain knowledge of local needs and resources
 - Commitment to the aims, principles and policies of the CAB Service, including those relating to equal opportunities, independence and social policy
 - Willingness and ability to act in the best interests of the bureau
 - Ability to understand and accept their responsibilities and liabilities as trustees and employers
 - Willingness to participate in democratic process which develops CAB policies regionally and nationally
 - Numeracy to the extent required to understand CAB accounts with the support of a treasurer
 - Willingness and ability to learn, and to develop and examine their own attitudes
 - Ability to think creatively and strategically, and exercise good, independent judgement
 - Ability to work effectively as a member of a team
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