

York & District Citizens Advice Bureau

TRUSTEE ROLE DESCRIPTION

Main Duties and Responsibilities

Each member of the Trustee Board has a responsibility to contribute to the discharging of the board's duties. They do this by:

- defining goals, actively contributing to setting policy and strategic direction, setting targets and evaluating performance
- monitoring whether the service complies with its aims and objectives, whether it meets National 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
- regularly attending, preparing for and taking a full part in board meetings, sub committees and working parties

Personal Skills and Qualities

Each member of the Trustee Board brings different skills and qualities to the Board. They add to the collective knowledge and experience by providing:

- effective communication skills and willingness to participate actively in discussion, and challenge where appropriate
- 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 by area 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 judgment
- ability to work effectively as a member of a team.

Desirable

- Knowledge of funding, fundraising and submitting applications for charitable organizations
- Knowledge of marketing and communications