



## TRUSTEE ROLE DESCRIPTION

### • Our Legal Structure

West Dunbartonshire CAB is a charity registered in Scotland [as a Scottish Charitable Incorporated Organisation (SCIO)]. The Constitution, which is our governing document, allows for up to 16 Trustees.

### • Key Responsibilities

As a Trustee you will be part of a group of people who are responsible for Governance for the CAB as outlined in the governing document, this is to make sure that legal and responsible decisions are taken.

Trustees are responsible for the strategic direction and leadership of the CAB, including oversight and decisions about certain aspects of Charity Governance i.e. strategic planning, evaluation, staffing, managing finances, all to ensure that the CAB meets legal and regulatory compliance. The manager of the CAB will have delegated authority to implement decisions.

### • Role of a Trustee

- Attend Board meetings regularly, read papers in advance and participate actively in all discussions and decisions
- Set and maintain the vision, mission and values of the charity
- Support the Chair and Bureau Management in ensuring appropriate culture, values and behaviours in both Trustee meetings and across the organisation
- Maintain contact with bureau staff and other Board members between meetings as required
- Be aware of the advice needs of the local community, services of other providers and the opportunities and challenges facing the CAB in addressing needs.
- Contribute actively to setting policy and strategic direction and to planning and evaluation of performance
- Ensure that the CAB acts within its powers, complies with its governing document, charity law, the Office of the Scottish Charity Regulator (OSCR) and with any other relevant legislation or regulations
- Ensure that the major risks to which the CAB is exposed are reviewed regularly and systems are established to manage and mitigate these risks
- Monitor the financial position of the bureau, ensuring financial and other resources are managed effectively (both strategically and day to day.)
- Ensure that the CAB complies with Citizens Advice Scotland (CAS) membership standards
- Further the strategic objectives of the CAB and act in the best interests of the bureau at all times
- Support the bureau's development through participating in strategic decision-making as well as providing information on issues within one's area of experience or knowledge
- Declare any conflicts of interest and maintain confidentiality related to sensitive or otherwise confidential information received while serving
- Participate in and take responsibility for learning and development

- **What you bring: Attributes, Skills Expertise, Knowledge**

- Understanding of the CAB and a commitment to its values and objectives
- Understanding of trusteeship and the roles and the responsibilities that this entails
- Planning skills to demonstrate the ability to develop and support the implementation of plans and processes to meet the objectives of the CAB
- Taking responsibility for ensuring that the CAB is performing effectively to meet its objectives
- Team working skills to demonstrate the ability to work with others in a constructive, transparent, and equal manner
- Verbal and written communication skills
- Be an active participant in discussions and decisions
- Commitment to ongoing learning and development.