

Charnwood Citizens Advice Bureau

Trustee Board - Main duties and responsibilities

Each individual member of the trustee board has a responsibility to contribute to the discharging of the board's duties. They 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.

Personal skills and qualities

Each individual member of the trustee board brings skills and qualities to the board. They add to the collective knowledge and experience by providing:

- 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 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 judgement
- ability to work effectively as a member of a team.