

# **Staffordshire North & Stoke on Trent CAB: Trustee Role Description**

## **Introduction**

The board of trustees is collectively responsible for the governance of the bureau, including setting an overall vision. This can broadly be defined as:

- holding staff accountable, and being ultimately accountable for the activities of the bureau
- developing policy
- strategic management.

Each trustee is accountable for all the decisions taken by the trustee board, including those taken if they are absent. Once the trustee board has reached a decision, all individual members of the board are bound by it and must support it. No one member or group of members (e.g. a committee) has the authority to take decisions or decide policy unless the board has clearly delegated authority to them.

## **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.