



Trustee Board Member's Role Profile

Main duties and responsibilities

- ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- ensure that the organisation pursues its objectives as defined in its governing document, whether it meets Citizens Advice standards and how well the advice needs of the local community are being met
- ensure that the organisation applies its resources exclusively in pursuance of its objectives
- contribute actively to the Board's work in giving firm strategic direction to the organization, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- safeguard the good name and values of the organization
- ensure the effective and efficient administration of the organisation
- ensure the financial stability of the organisation
- protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- appoint the Chief Executive and monitor hers/his performance in conjunction with other committee members
- maintain confidentiality about any sensitive/confidential information received in the course of duties as a trustee.
- in addition to the above statutory duties, each Board member should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve scrutinising Committee papers, leading the discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues in which the committee member has special expertise

Personal skills and qualities

- capacity to make a sustained commitment and contribution to the work of MLCAB
- willingness to devote the necessary time and effort
- ability to take an overview and discuss issues constructively and objectively
- strategic vision
- good, independent judgment
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team
- 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
- numeracy to the extent required to understand CAB accounts with the support of a treasurer
- commitment to equality and diversity into the list of essential attributes
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership



Additional Duties of the Chair

1. Planning the annual cycle of and setting the agendas for trustee board meetings.
2. Chairing and facilitating board meetings.
3. Giving direction to the trustee board policy-making.
4. Monitoring the decisions taken at meetings to ensure that they are implemented.
5. Representing the bureau at functions and meetings with internal and external stakeholders.
6. Liaising with bureau managers to keep an overview of the organisations affairs and to provide support as appropriate.
7. Liaising with the bureau managers to develop the trustee board.
8. Leading the process of appraising the performance of the chief executive.
9. Sitting on recruitment interview, disciplinary and grievance panels.
10. Act impartially and objectively to decision making.
11. Facilitating change and addressing conflict within the board and within the bureau, liaising with bureau managers to achieve this.

Additional Duties of the Treasure

1. Overseeing, approving and presenting budgets, accounts and financial statements.
2. Assuring that financial resources available meet present and future needs.
3. Ensuring that the bureau has an appropriate reserves policy and accounting procedures and controls are in place.
4. Ensuring that the bureau complies with legal and constitutional requirements in the handling of assets, investments and funds.
5. Ensuring that the bureau complies with legal requirements in filing accounts to statutory bodies (Charity Commission and Companies House) and funders.
6. Ensuring that the accounts are scrutinised in the manner required and any recommendations are implemented (independent examination or audit).
7. The preparation and presentation of financial reports to the board.
8. Advising on the financial implications of the bureau's strategic plans.
9. Ensuring that assets and equipments are adequately maintained and insured.
10. Keeping the trustee board informed about its financial duties and responsibilities.