

# TRUSTEE OF THE SCOTTISH ASSOCIATION OF CITIZENS ADVICE BUREAUX (The Association) - ROLE DESCRIPTION

## OVERVIEW

Trustees collectively have responsibility for governing and providing strategic leadership to the Association.

## ROLE OF A TRUSTEE

Collectively, Trustees will:

### Strategic Leadership and Management

- Oversee the Association's affairs, ensuring it is well-run and is delivering the charitable outcomes for the benefit of the community in Scotland and elsewhere as appropriate
- Ensure that well informed decisions are made in line with good practice and the Association's governing documentation, with the Association's long and short-term strategic direction taken into account
- Ensure that the major risks to which the Association is exposed are reviewed regularly and systems are established to manage and mitigate these risks
- Constructively challenge and help develop proposals brought to the Board
- Support the Chair and Chief Executive Officer in ensuring appropriate culture, values and behaviours in both the boardroom and Association
- Satisfy themselves on the integrity of financial information and the robustness of the internal control and risk management systems to ensure propriety in the use of public funds
- Monitor and evaluate the performance of the Association in accordance with its aims and objectives
- Oversee performance in the implementation of the Association's Strategic Plan.

### Governance

- Ensure the highest standard of governance and conduct in the business of the Association
- Ensure that the Association 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.

### Relationships with key stakeholders

- Account for the Association's activities to relevant parties and key stakeholders

In addition, Trustees will:

- Contribute actively to those collective duties of the Board as set out above.
- Work in partnership with other Trustees, the Chief Executive Officer and the senior management team
- Maintain familiarity with the Articles of Association to ensure the Association complies with its governing instruments
- Ensure adequate preparation for and attendance at meetings of

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the Board of Trustees, as well as contributing to and participating in such meetings.

- Contribute actively to the Board's role in setting the strategic direction of the organisation and setting overall policy
- Represent the Association at meetings and events as required
- Act with integrity at all times and in the Association's best interests
- Uphold and represent the Association's vision, mission and values in a personal and professional capacity
- Act in accordance with the Office of the Scottish Charity Regulator (OSCR) 'Guidance for Charity Trustees'.

#### Attributes:

- Commitment to and understanding of the aims, principles and the equal opportunities policies of the Association
- Enthusiasm for the work of the Association and willingness to act as a champion for the Association
- Ability to be open minded, to exercise judgement and work collectively
- Excellent communication and negotiation skills
- Strong and effective networking skills
- Ability to deal effectively with people at all levels
- Ability to absorb, evaluate and interpret complex information
- Well informed about the internal or external environment, and able to utilise this knowledge in the development of strategy
- Demonstrate independence of judgement by challenging other assumptions or viewpoints, as well as defending their own in the face of disagreement
- Willingness to recognise and abide by the principle of collective responsibility for Board decisions
- Availability and commitment to attend meetings, functions and deal with urgent business as required.

### **TERMS OF APPOINTMENT AND COMMITMENT REQUIRED**

Trustees are appointed for a term of 3 years and are eligible to seek nomination to serve a further 3-year term, after which they must retire from the Board.

You will be required to attend approximately 6 Board meetings annually. In addition to Board meetings, you may be required to devote at least 1 day per month on an average. You may also be a sub-committee member and will therefore be required to attend specific meetings.

### **ELIGIBILITY**

There is no minimum age for charity trustees stated in The Charities and Trustee Investment (Scotland) Act 2005, but we would expect our trustees to be over the age of 16.

You are 'disqualified' from acting as a charity trustee if:

- You have an unspent conviction for an offence involving dishonesty or an offence under The Charities and Trustee Investment (Scotland) Act 2005.
- You are an undischarged bankrupt or have a Protected Trust Deed
- You have been removed under either Scottish or English Law or the courts from being a charity trustee
- You have been disqualified from being a company director

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