



TRUSTEE ROLE DESCRIPTION

Epsom and Ewell Citizens Advice Bureau is a company limited by guarantee and a registered charity.

Our board members are directors of the company and trustees of the charity under charity law. 'Trustee' is used in this role description to describe the role.

Purpose

The trustee's main purpose is to provide governance to the Bureau, to maintain and develop the service to meet the needs of the citizens in our area.

In order to carry out their duties and responsibilities, trustees need to understand what the Bureau aims to do and why, and be able to offer sufficient time to achieving them.

Trustee duties

- To ensure that the Bureau complies with its governing document (Memorandum and Articles of Association), charity law, company law and other relevant legislation or regulations
- To ensure that the Bureau pursues its charitable objects as defined in the governing document
- To ensure that the Bureau applies its resources exclusively in pursuance of its charitable objects, i.e. the Bureau must not spend money on activities not included in the governing document, no matter how worthwhile or charitable those activities are
- To contribute actively to the Board's role in giving firm strategic direction to the Bureau, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the Bureau and to comply with the Code of Conduct for Trustees
- To ensure the effective and efficient administration of the Bureau
- To ensure the financial stability of the Bureau
- To protect and manage the property of the Bureau and to ensure the proper investment of the charity's funds
- To appoint and support the Bureau Manager and monitor his/her performance.

Trustee 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 Bureau 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 or confidential information received in the course of duties as a trustee.

Personal skills and qualities

All trustees will need to have certain qualities, such as integrity and commitment. However not every trustee will need to have the full range of experience needed by the Board as a whole.

Each individual member of the trustee board brings their own skills and qualities to the board. Individual qualities will vary and a trustee board is comprised of people with a wide variety of backgrounds and interests. This list is therefore not exhaustive but is an indication of the sorts of qualities that you will need to be a trustee.

Trustees add to the collective knowledge and experience by providing:

- commitment to the aims, principles and policies of the CAB service, including those relating to equal opportunities, independence and social policy
- commitment and availability to attend trustee board meetings
- effective communication skills and willingness to participate actively in discussion
- willingness to gain knowledge of local needs and resources
- 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.

A balanced Board should reflect the breadth of the community for which it works and from which it draws supporters. Our Equal Opportunities Policy, which ensures equal access to the services of the charity and equal opportunities in staff appointment procedures, will also be applied to the procedures for nominating trustees.