**AIRDRIE CITIZENS ADVICE BUREAU**

**BOARD OF DIRECTORS RECRUITMENT PACK**

1. **About Airdrie Citizens Advice Bureau (CAB)**

Airdrie CAB first opened its doors to the community in 1971. The Bureau provides free, confidential, independent and impartial advice to everyone in need residing in Airdrie locality and surrounding areas. We are proud to offer a number of [specialist services](https://www.airdriecab.co.uk/Pages/Category/specialist-advice) complementing our generalist advice to ensure that communities receive a full package of quality services. Our experienced advisors and volunteers are trained to meet Scottish National Standards, providing a wealth of knowledge and quality assured professional services.

We aim to ensure everyone gets the advice they need where they need it and know that it is not always possible for clients to come into the bureau. We have a number of “[Outreach](https://www.airdriecab.co.uk/Pages/Category/outreach/)” clinics and satellite offices in Bellshill YMCA and Airdrie Sheriff Court.

In 2016-17 we assisted 4,916 people with 8,600 enquiries and 26,621 issues.

Our annual report can be accessed [here](https://www.airdriecab.co.uk/annual-reports) and further details of our services are available at [www.airdriecab.co.uk](http://www.airdriecab.co.uk)

1. **Governance**

Airdrie CAB established in 1971 is a registered charity and became a company limited by guarantee in 1995. We hold membership of Scottish Association of Citizens Advice Bureaux and comply with [twelve membership conditions](https://www.airdriecab.co.uk/Pages/FAQs/Category/vision-and-principles).

The Board of Directors are made up of annually elected members of the community, who donate their time on a voluntary basis, offering a breadth of knowledge from the private, public and voluntary sector.

The Board oversee the governance and strategic development of Airdrie CAB - responsible for finances, human resources, policies and procedures. They meet every two months, where they receive updates about progress within our various projects, challenges faced by the Bureau and discuss future developments ensuring we continue to meet the communities changing needs in new and innovative ways.

1. **Board of Directors Core Competences**

The core competences required by Airdrie CAB Board members are:

* Understanding of the CAB and a commitment to its objectives.
* Understanding of trusteeship and the roles and the responsibilities that this entails
* Planning skills to demonstrate the ability to develop and implement plans and procedures so that the objectives of the CAB are achieved
* Managing performance to demonstrate the ability to take responsibility for ensuring that the CAB is performing effectively to meet its objectives
* Team working skills to demonstrate the ability to work with others in a constructive manner to achieve shared goals.

We would particularly appreciate interest from people with:

* Funding and income generation for third sector organisations
* Strategic, financial and budget management
* Knowledge of charity or corporate governance.
* Legal expertise
* Marketing and Digital developments
* HR and employment law practices
* Property development and health and safety regulations

1. **General duties of a charity director or trustee**

A charity trustee must:

* Act in the interest of the charity.
* Operate in a manner consistent with the charity's purposes. Trustees should carry out their duties in accordance with the charity’s governing document.
* Act with due care and diligence. Trustees should take such care of charity’s affairs as is reasonable to expect of someone who is managing the affairs of another person.
* Ensure that the charity complies with the provisions of [The Charities and Trustee Investment (Scotland) Act 2005](http://www.legislation.gov.uk/asp/2005/10/contents) and other relevant legislation.
* Contribute to Board meetings by reading papers and taking active part in meetings. (Board papers are sent in advance of meetings).

Further details of Charity Trustees responsibilities can be found on [OSCR guidance and good practice for Charity Trustees](https://www.oscr.org.uk/media/2728/v10_guidance-and-good-practice-for-charity-trustees.pdf)

1. **Level of participation**

Trustees will commit to participate, as far as is possible, in:

* Board meetings held every two months.
* Ad hoc meetings and or participation in sub-groups
* Development day and training sessions
* Annual General Meeting

1. **Remuneration**

This is a voluntary position without remuneration. Reasonable travel costs will be reimbursed.

1. **Term of appointment**

Trustees are appointed annually at the Bureau’s Annual General Meeting and may not hold a position for more than five consecutive years.

1. **Application process**

Please send a full CV together with a brief cover letter stating your interest in joining Airdrie CAB Board of Directors to [recruitment@airdriecab.casonline.org.uk](mailto:recruitment@airdriecab.casonline.org.uk) or by post for the attention of Stewart Bone, Chair Airdrie CAB, 14 Anderson Street, Airdrie ML6 0AA.