**CHAIR OF TRUSTEES FOR THE SCOTTISH ASSOCIATION OF CITIZENS ADVICE BUREAUX (The Association) - ROLE DESCRIPTION**

**OVERVIEW**

The Chair will be required to provide leadership to the Board and ensure that Trustees fulfil their duties and responsibilities for the proper governance and strategic direction of the Association, as well as complying with the relevant statutory obligations and regulations. Internally they will foster positive working relationships between the Board and Senior Management Team, and externally they will carry out ambassadorial functions for the Association, helping it to develop its profile and representation with all relevant stakeholders.

**SPECIFIC DUTIES OF THE CHAIR**

*Strategic Leadership and Management*

* Provide leadership to the Board and ensure that Trustees fulfil their duties and responsibilities for the proper governance and strategic direction of the Association
* Work in partnership with other Trustees, the CEO and the senior management team, in particular developing a close relationship of trust with the CEO
* Guide the long term future of the Association, acting in partnership with the CEO to ensure that the Association has a clear vision and strategy in place
* Regularly review the long-term strategic direction of the Association
* Ensures that the Board take steps to monitor the performance of the Association
* Ensure that the Board determines the nature and extent of the Association’s appetite for risk, and that there are no impediments to the Board’s effective oversight of risk

*Meeting Effectiveness*

* Ensure that Board meeting agendas are focused on strategic matters and add value
* Ensure the meetings are structured and chaired effectively
* Ensure that the Board receive accurate, timely and high-quality supporting information, enabling them to take decisions and obtain appropriate advice
* Ensure that all relevant matters are discussed, including committee issues, allowing sufficient time for discussion of complex or contentious matters
* Ensure that the Board decision making processes are effective, and that decisions are made in the best interests of the Association
* Facilitate and encourage active engagement and appropriate challenge from Trustees, ensuring everyone is able to participate fully in discussions and decision making

*Induction, Evaluation and Development*

* Ensure that a properly constructed induction programme is provided for new Trustees
* Consider and address the development needs of individual Trustees and the Board as a whole, in order to maintain the necessary depth and breadth of knowledge and skills
* Lead the Board in the ongoing monitoring, and annual evaluation, of the performance of the CEO
* Ensure that the performance of individual Trustees, and of the Board as a whole, is evaluated at least once a year
* Ensure appropriate action plans are put in place and implemented as a result of the Board evaluation

*Governance*

* Promote the highest possible standards of governance
* Ensure that the Board is able to discharge its duties and comply with its governing document, charity law, the Office of the Scottish Charity Regulator (OSCR) and with any other relevant legislation or regulations
* Regularly review the Board’s governance structure and performance
* Ensure that the committee structure of the Board is appropriate, with relevant terms of reference in place
* Ensure that the Board delegates sufficient authority to its committees, the CEO and others to enable the business of the Association to be carried on effectively and has processes in place to monitor this

*Relationships with key stakeholders*

* Ensure effective communication with funders and key stakeholders
* Ensure that members of the Board develop and maintain an understanding of the views of funders and other key stakeholders
* Carry out ambassadorial functions for the Association helping it to develop its profile and representation with all relevant stakeholders
* Attend functions where it is important CAS is represented and chairing such events where necessary

The Chair will also:

* 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
* Accept the legal duties, responsibilities and liabilities of Trusteeship and adhering to the ethical standards outlined in Nolan’s principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
* Maintain familiarity with the Articles of Association to ensure the Association complies with it governing instruments
* Act in accordance with the Office of the Scottish Charity Regulator (OSCR) ‘Guidance for Charity Trustees’

**SKILLS AND EXPERIENCE**

Essential Professional Skills and Experience

* Senior management/leadership experience gained within a national organisation
* Proven experience and understanding of governance gained from a previous role as Chair
* Experience in the charity/non-profit sector
* An understanding of the work of the Citizens Advice network
* Strategic and forward looking vision in relation to the Association’s objects and aims
* Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
* Good communication and interpersonal skills and the ability to respect the confidences of colleagues

Other skills and characteristics:

* Commitment to and understanding of the aims, principles and the equal opportunities policies of the Association
* An enthusiasm for the work of the Association and willingness to act as a champion for it
* An ability to be open minded, to exercise judgement and work collectively
* a preparedness to offer personal and business skills and experience to support the work of the staff when required
* Strong and effective networking skills
* An ability to deal effectively with people at all levels
* Ability to absorb, evaluate and interpret complex information
* Well informed about the internal and 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 opposition
* Availability and commitment to attend meetings, functions and deal with urgent business as required

**TERMS OF APPOINTMENT AND COMMITMENT REQUIRED**

The Chair will be appointed for a term of 3 years, and is 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, the Chair must be able to visit the Association’s offices, be available to the CEO on a regular basis, and attend other meetings and events as necessary. This is likely to require commitment of around 2 – 3 days per month on an average.

**ELIGIBILTY**

Anyone 16 and over (18 for an Unincorporated Association or Charitable Trust) who is not ‘disqualified’ can be a Trustee. Section 178 Charities Act 2011 defines ‘disqualified’ as any one of the following:

* Having unspent convictions for dishonesty and deception
* Are undischarged bankrupts
* Not been removed for misconduct by Charity Commission or a court of law.
* Disqualified from being a director by Company Directors Disqualification Act 1986
* Having failed to make payments  under a County Court Administration Order
* Having an undischarged arrangement with creditors.