# Role Description

**Key responsibilities**

* To help ensure that the organisation maintains a clear vision and strategic direction and that all its activities are driven by these.
* To ensure that the organisation pursues its objects as defined in its governing document in compliance with the legal and regulatory requirements.
* To ensure that the organisation adheres to the aims and principles of the CAB service.
* To ensure that the organisation applies its resources exclusively in pursuance of its purposes.
* To contribute actively to the board of trustees' role in setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
* To ensure the financial stability of the organisation though monitoring of funding received and expenditure against budget projections.
* To protect and manage the property of the charity.
* To appoint the Chief Officer and monitor his/her performance.

In addition to the above duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees in reaching sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and any other areas in which the trustee has special expertise.

# Person specification

**Knowledge, skills and experience**

* A commitment to the aims, principles and policies of Citizens Advice Bureaux
* Have a willingness to commit the necessary time and effort into the governance of the organisation
* Have an ability to think strategically and creatively
* Have an understanding and acceptance of the legal duties and responsibilities of a charity trustee.
* The ability to work effectively as part of a team
* Good interpersonal skills with the ability to communicate effectively

**Desirable experience/skills**

* Knowledge and experience of:
  + Voluntary sector
  + Finance
  + HR
  + Governance

**The Angus** **Citizens Advice Bureau is committed to equal opportunities both in service provision and employment.**

**Charity number: SC010051**

**Charity name: Angus Citizens Advice Bureau (SCIO)**