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

**OVERVIEW**

Together with the rest of the Board, Trustees have a key responsibility in governing and providing strategic leadership for the Association. In doing so they will ensure that the Association has a clear vision and mission, and that the strategy is executed by management, in the interests of all stakeholders.

**SPECIFIC DUTIES OF A TRUSTEE:**

Together with the rest of the Board, 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 balanced and adequately 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
* Act as guardians of the Association’s assets, taking due care over their security, deployment and proper application
* Constructively challenge and help develop proposals brought to the Board
* Support the Chair and Chief Executive Officer in instilling the appropriate culture, values and behaviours in both the boardroom and Association
* Demonstrate the financial literacy and commercial judgement required to effectively oversee and govern the Association
* Satisfy themselves on the integrity of financial information and the robustness of the internal control and risk management systems
* Monitor and evaluate the performance of the Association in accordance with its aims and objectives
* Scrutinise the performance of management implementing the Association’s strategy and holding them to account for performance

*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 it governing instruments
* Ensure adequate preparation for and attendance at meetings of 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’

**SKILLS AND EXPERIENCE**

Trustees will come from a range of backgrounds and relevant areas of experience.

Essential Professional Skills and Experience

* A sense of leadership and a commitment to carry out the duties of a Trustee
* Established and active professional with ability to draw on relevant experience.
* An understanding of the legal duties, responsibilities and liabilities inherent to the role.
* Suitably qualified with significant senior level experience in at least one of the following areas:
* Charity Sector
* Citizens Advice Bureau
* Governance
* Strategy development
* Accounting/audit/finance\*
* Human Resources\*
* Legal\*
* Risk
* Information Technology / Digital transformation
* Communications / Marketing and PR
* Policy and Publics Affairs
* Social Policy

*\*these areas represent specific Trustee roles, the essential criteria required for candidates wishing to fill these posts are set out in Appendix 1.*

Other skills and characteristics:

* 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.

**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.

**APPENDIX 1 – Essential Criteria for Specific Trustee Roles**

**Accounting/audit/finance:**

Candidates must have extensive accountancy / audit experience at senior level and a qualification or membership of a relevant professional body, including experience of at least one of the following:

* Extensive experience of statutory and management accounting at a senior, preferably Board, level
* Involvement in the provision of strategic budgeting and financial planning guidance
* Extensive experience of financial control and reporting
* Commercial funding
* Tax and VAT
* Management of financial risk

**Legal:**

Candidates must hold a recognised qualification in law and current membership of the relevant professional body, or be former legal practitioners. Candidates must also have significant post qualification professional experience in one or more of the following areas:

* Contract management
* Negotiation and mediation
* Data protection
* Fraud
* Corporate governance
* Employment law
* Procurement
* Charity law

**Human Resources:**

Candidates must have a relevant professional qualification and/or membership of the relevant professional body and demonstrable significant senior level experience in Human Resources Management, including extensive experience in at least one of the following:

* Performance Management
* Reward/Compensation/Benefits
* Learning and Development
* Employee Relations
* Employment Law
* Recruitment