

## **Role profile**

### **All trustees**

#### **Main duties and 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 their 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 service 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**

Each individual member of the trustee board brings skills and qualities to the board. They add to the collective knowledge and experience by providing:

- commitment and availability to attend bureau trustee board meetings
- effective communication skills and willingness to participate actively in discussion
- willingness to gain knowledge of local needs and resources

- commitment to the aims, principles and policies of the CAB service, including those relating to equal opportunities, independence and social policy
- 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.

## **Time commitment**

You will be expected to attend up to five Trustee Board meetings a year, normally held on a Thursday from 17.30 to 19.30 in central Reading, and to join one Sub-Committee with a quarterly meeting cycle.

## **Further information / application**

For further information about the role, or the work of the service, please contact either:

- Richard Harrison, Trustee Board Chair, on 0118 954 6833 or 07834 363144, or by email to [richard.k.harrison@ntlworld.com](mailto:richard.k.harrison@ntlworld.com) ; or
- Sallyann Hunt, HR and Training Manager, on 0118 9523025 or by email to [training.manager@readingcab.org.uk](mailto:training.manager@readingcab.org.uk)

Applications, which should take the form of a CV and covering letter, should be sent:

- by post to Sallyann Hunt, HR & Training Manager, Reading CAB, Minster Street, Reading, RG1 2JB, or
- emailed to [training.manager@readingcab.org.uk](mailto:training.manager@readingcab.org.uk)

Closing Date: Wednesday 14th February 2018

Interviews will be held on Tuesday 13th March 2018