

Dalkeith CAB

Role Description for Chair and Vice Chair on the Board of Trustees / Directors.



The Chair is responsible for facilitating and leading meetings, ensuring all board members are enabled to take part. The chair must demonstrate leadership of the Board and of the CAB.

The following are specific duties for Chairs, although in some cases, specific tasks may be delegated to other Board members, staff or volunteers. Duties may be shared by Co-chairs. This is in addition to requirements of the Role Specification for all Board/Committee members.

Responsibilities

1. Ensuring the Board complies with all legal and regulatory requirements and adheres to its governing document and Citizens Advice Scotland membership requirements.
2. Working with the secretary, other board members and/or staff to set an annual timetable of meetings, agreeing agendas and documents in advance of each meeting, approving draft minutes and checking decisions are implemented.
3. Leading a plan for recruitment, induction, learning, development and support of Board members to achieve an effective skill, knowledge and representation mix.
4. Ensuring officer and sub-committee roles are filled promptly and those appointed receive appropriate induction, training and support for those roles.
5. Ensuring the Board monitors its performance and the attendance and commitment of individual members, taking corrective action as required.
6. Liaising regularly with the bureau manager for an overview of activities, services, strategies and challenges for ongoing monitoring of bureau performance.
7. Providing or arranging for line management supervision, support, appraisal and learning and development of the bureau manager.
8. Maintaining oversight of CAB policies, procedures and systems for employment of staff and involvement of volunteers within the bureau.
9. Linking with the Treasurer and any relevant staff to maintain robust management and control of bureau finances and resources.
10. Ensuring effective systems for engaging with all sections of the community served by the bureau.
11. Representing the CAB including at community events, local network meetings, meetings with funders and decision-makers and with the media.
12. Willingness to observe all policies and procedures of the Bureau and provide leadership and support to other Board members in this.

Personal skills and qualities for CAB Chair

1. Familiarity with the values, goals and work of the CAB or willingness to learn.
2. Effective leadership skills.
3. Excellent verbal and written communication skills.
4. Experience of chairing meetings and committees or similar groups.
5. Ability to facilitate meetings
6. and groups effectively.
7. Tact and diplomacy and the ability to negotiate with others.
8. Willingness to be impartial, fair and respect confidences.

CAB Vice Chair Role Description

The Vice Chair deputises for the Chair of the CAB when they are unavailable (e.g. chairing Board meetings, representing the charity at external events, etc.) and may take on specific tasks to share some responsibilities of the chair.

Exact arrangements for the fulfilment of chairing duties should be considered and agreed by the Board to ensure the most effective arrangements for the Bureau and to ensure there is no confusion about who holds which responsibilities.

In general, the Vice Chair's responsibilities will include:

1. Carrying out chairing duties in the absence of the CAB Chair.
2. Providing support and assistance to the CAB Chair in carrying out their duties, which can include being a "critical friend" or "sounding board."
3. Taking on specific responsibilities from the chair, as and when agreed.

Personal skills and qualities for Vice Chairs

(These are the same as for the Chair, as set out above.)