

# Dalkeith CAB

## Role Description for Members of the Board of Trustees / Directors.



### Responsibilities

1. Attending Board meetings regularly, reading papers in advance and participating actively in all discussions and decisions.
2. Maintaining contact with bureau staff and other Board members between meetings as required.
3. Being aware of the advice needs of the local community, services of other providers and the opportunities and challenges facing the CAB in addressing needs.
4. Contributing actively to setting policy and strategic direction and to planning and evaluation of performance.
5. Complying with the bureau's governing document, Citizens Advice Scotland (CAS) membership standards and all legal and regulatory requirements.
6. Monitoring the financial position of the bureau and ensuring financial and other resources are managed effectively (both strategically and day to day.)
7. Advancing the strategic objectives of the CAB and acting in the best interests of the bureau at all times.
8. Supporting the bureau's development through participating in operational tasks (where this is agreed) and strategic decision-making as well as providing information on issues within one's area of experience or knowledge.
9. Declaring any conflicts of interest and maintaining confidentiality related to sensitive or otherwise confidential information received while serving.
10. Observing all policies and procedures of the bureau at all times.
11. Taking responsibility for one's own learning and development.

## Personal skills and qualities for all Board Members

- 1. Commitment.** Willingness to attend bureau board meetings and commit to carrying out other governance duties between meetings.
- 2. Communication.** Effective verbal and written communication skills and willingness to be an active participant in discussions and decisions.
- 3. Local understanding.** Willingness to learn about local needs, services, resources, issues and opportunities.
- 4. Aims and values.** Commitment to the aims, principles and policies of the CAB including those related to equality, independence, data protection and employment
- 5. Best interests of the CAB.** Willingness and ability to always act in the best interests of the CAB.
- 6. Responsibilities.** Ability to understand and accept responsibilities and liabilities within the role of Board/Committee member.
- 7. Active participation.** Willingness to participate in the processes for development of CAB policies and strategies at local, regional, national and UK level.
- 8. Numeracy.** Ability to understand CAB accounts (with support of the Treasurer) and statistical information and use these to make informed decisions.
- 9. Creative, strategic thinking.** Ability to consider the wider context of issues, exercise informed, independent judgement, consider creative approaches and solutions and work effectively as a member of a team.
- 10. Willingness.** Not disqualified and is willing to serve as a Director/Trustee.