**Citizens Advice Swindon**

**Trustee**

**General Role Profile**

**Main duties and responsibilities for all trustees**

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 for all trustees**

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 research and campaigns
* 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.