**HAMILTON CITIZENS ADVICE BUREAU**

**ROLE DESCRIPTION**

**Chair of the Board of Trustees**

The Chair of Hamilton Citizens Advice Bureau leads the Board of Trustees, ensuring that it fulfils its responsibilities for the governance of the organisation. The Chair also works in partnership with the Bureau Chief Officer, helping them to achieve the organisation’s aims and objectives, as detailed in our Strategic Plan, and ensuring the smooth running of Hamilton CAB.

**DUTIES**

1. To ensure the Board of Trustees operates in a way which ensures compliance with Charity and other relevant legislation, including:
2. Establish dates for a meeting cycle that allows time for consideration of the annual accounts.
3. Ensure that the appropriate meeting within the cycle receives details of the documents required by OSCR and that these are approved by the charity trustees.
4. Ensure that reports on any changes to employer responsibilities or any other relevant legislation is given to the appropriate meeting and that compliance with legislation and regulation is reviewed annually.
5. Apply the Institute of Fundraising codes of practice to any fundraising efforts.
6. To provide leadership and support for the development and review of the strategic plan.
7. To chair all board meetings and general meetings, to liaise with Secretary and Chief Officer to set the Board Agenda and to ensure meetings are focused and are directed by the agenda.
8. To encourage all Board members to participate at meetings.
9. To provide line management support to the Chief Officer, maintaining a good working relationship.
10. To maintain an active interest in the everyday work of the Bureau.
11. To lead the process of appraising the performance of the Chief Officer.
12. To chair or participate in appointment, disciplinary and appeal panels as appropriate.
13. To represent the Bureau as agreed by attendance at official functions, local events.
14. To represent the CAB service to the general public, partners and funders and to act as spokesperson as appropriate.

**Board of Trustees – Person Specification**

**Chair**

**Hamilton CAB Board members are expected to demonstrate the following skills and abilities, knowledge and commitment:**

**Skills and Abilities**

* To demonstrate leadership within the organisation
* To think strategically and creatively
* To work as part of a team
* To participate actively in discussion and decision-making processes
* To be prepared for Board meetings by pre-reading and assimilating relevant papers
* To balance independence of thought and contribution with participation in collective decision-making
* To understand the roles and responsibilities of a Charity Trustee

**Knowledge of at least one of the following areas**

* Charity Law And Governance
* Strategic Planning and Development
* Human Resource Management
* Financial Management/ Planning
* Marketing/ Media / Public Relations
* Legal services / advice sector
* Income generation / contracts and tendering

In a public, private or voluntary sector environment

**In addition, you will demonstrate: -**

* An appreciation of the CAB service and its impact on individuals
* An awareness of wider societal issues relating to the Bureau’s main areas of advice
* An understanding of the work of Hamilton CAB