



Role Description for a Cheshire Community Action Board Member

The duties of a trustee are as follows:

- Support and uphold the values, aims and objectives of the organisation as defined in its most up-to-date business plan or strategy.
- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the organisation complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets.
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Uphold and advance the organisation's core policies, in particular the equality and diversity policy.
- Ensuring the financial stability of the organisation.
- Lead by example at all times, adhering to CCA's Board Member Code of Conduct.
- Be able to think strategically about the performance and direction of CCA as a whole.
- Make independent and critical judgements when contributing to Board discussion and decision making.

- Devote sufficient time and energy to the role of a Board member, including preparing for, following up on and attending Board, Committee and any other meetings.
- Actively participate in meetings, engaging with other Board members constructively and respecting the views of others.
- Contribute to the decisions of the Board and/or Committee meetings, sharing responsibility for all the decisions made.
- Respect the role of staff and managers in running the day to day business operations.
- Be prepared to be a member of a Committee and/or Task and Finish Group if requested.
- Keep up-to-date with sector issues by reading and attending briefing/training sessions, sharing knowledge and intelligence as appropriate.
- Respect confidentiality of information.
- Be prepared to raise issues if you have concerns with any matter relating to the governance or management of CCA. In the first instance, you should raise any concerns with the Board Chair.
- Register all interests that might have a bearing on CCA's work and declare any potential or actual conflicts of interest as and when they arise.
- Represent CCA externally as required and positively promote the business of the organisation.
- Develop and maintain relationships with internal and external stakeholders under the guidance and direction of the Board Chair and/or Chief Executive

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification:

- A commitment to the organisation;
- A willingness to devote the necessary time and effort;
- Strategic vision;
- Good, independent judgement;
- An ability to think creatively;
- A willingness to speak their mind;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- An ability to work effectively as a member of a team;
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.