

Trustees – Main duties and responsibilities

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 organisation
- 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 organisation 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 organisation through participation in agreed projects
- actively seeking to further the strategic objectives of the organisation, and acting in the best interests of the organisation at all times
- maintaining confidentiality about any sensitive or confidential information received in the course of duties as a trustee.