



TRUSTEE ROLE DESCRIPTION FOR CASBA

July 2021 Version 4

ABOUT CASBA

For the last third of a century, CASBA has been a lifeline for people with Learning Disabilities in Birmingham. In that time, our independent advocacy has helped over 3,000 people to feel supported and better able to cope.

We help people with Learning Disabilities to live independent, happier lives. We give a voice to those who deserve to be heard. We tackle isolation and anxiety through advocacy, training, and support, but also by encouraging self and peer advocacy to help people to improve their own lives.

We have a well-established, trusted team providing expert services to those who need them most. We also have a board of Trustees, who give invaluable support and gain the opportunity to feel part of a special organisation.

Our former Chair Deepika Nayyar, who regretfully has to step down due to work commitments, explains what it has meant to her:

“Being a Trustee at CASBA has been a really rewarding experience. I've loved being a part of the Trustee board, helping to shape our future direction to meet the needs of our citizens.

I've seen the charity change, adapt and grow in the last 5 years; however, one thing has always remained consistent, and that's been having a wonderful staff and volunteer team to bring the organisation and Trustees' vision to life!”

Every day we work in partnership with adults with learning disabilities, to support them, take their side, promote social inclusion, equality and social justice, ensuring they are able to realise their human rights. As a Trustee, we would like you to work with us to help us ensure our work continues. Championing the work of our staff and volunteers, supporting them through your knowledge and skills to help us continue to provide this service and enabling our citizens to have a voice through the continued development of CASBA.

Over the last 33 years our funders have been impressed by our creativity and innovation. Our team of advocates work with approximately 200 service users a year. As a Trustee you will be a force for change, helping us to emerge from the pandemic and build back stronger and more effective than ever.

Jackie Poutney, another of our Trustees, states

‘CASBA is special, as I believe I am supporting an organisation that is rooted in the community it serves and understand the needs of the people it supports

CASBA's staff and Trustees really care about the organisation and the people it supports. They want to help it develop and become even more successful'

Good governance is crucial for our organisation. You will need a positive attitude to equity, diversity, and inclusion. We want our board to include Trustees from different backgrounds and experience, as this is more likely to encourage debate and help us make better decisions. With your help, we want CASBA to continue to make a big difference in the lives of the people we work for.

CASBA'S TRUSTEE BOARD

CASBA is governed by a board of Trustees, which comprises:

- the Chair
- the Treasurer
- up to eight elected Trustees

The Trustee Board appoints a Vice Chair from among the trustees. The Charities Act 2011 defines charity Trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. The role of the Trustee Board is to receive assets from donors, safeguard them and apply them to the charitable purposes of CASBA. The Trustee Board must always act in the best interests of CASBA, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Trustee Board must act as a group and not as individuals.

The organisation has set itself the task of ensuring the voice and views of people with Learning Disabilities is fully represented and active at all decision levels within CASBA, including the Trustee Board.

DUTIES OF A TRUSTEE BOARD MEMBER

CASBA takes good governance seriously. The statutory duties of a Trustee Board member are to:

- ensure that CASBA complies with its governing document (its Constitution), charity law, company law and any other relevant legislation or regulations
- ensure that CASBA pursues its objects as defined in its governing document
- ensure CASBA applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of Trustees by giving firm strategic direction to CASBA, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets

- safeguard the good name and values of CASBA
- ensure the financial stability of CASBA

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 leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the Trustee has expertise.

This is a voluntary role and trustees receive no remuneration. Trustees are entitled to claim expenses in line with CASBA's finance policy, for attendance at board meetings and other CASBA events necessary for the fulfilment the trustee's duties.

Presently, the board of Trustees collectively needs skills and experience in the following areas.

Marketing

- experience of promoting brands particularly using social media and developing marketing plans
- ideally qualified with certificate of professional marketing.

Human resource management

- experienced in managing and giving advice on human resource management and staff development
- ideally CIPD qualified.

However, this is not essential and other skills will be considered.

MINIMUM TIME COMMITMENT

We would normally expect Trustees to attend six bi-monthly meetings lasting up to 2.5 hours each year, with additional time for reading papers and other communications. Other events, such as our annual stakeholder awayday and AGM, will increase this commitment. All board and committee meetings are currently being held virtually due to the social distancing measures introduced by the government to stop the spread of Covid-19. For the next 12 months, it has been agreed that board meetings will be held via zoom on Tuesdays at 7pm. As the main Trustee meetings are virtual, we hope that if you have the right drive and experience you will consider this role even if you are not based in Birmingham.

We also hold an annual away day for all board members and our other stakeholders which is allotted to strategic planning.

New trustees will receive a full induction and should expect to allocate half a day for this.

Trustees are expected to attend all board meetings:

- Papers are distributed one week in advance of meetings.

- Trustees may be asked to join subgroups that meet to look at specific issues. These subgroups could also include staff, volunteers, and service users. As a Trustee, you may occasionally be required to chair a subgroup and report back to the board. Meetings can be held either at the office or on zoom and are normally approximately one hour in length, during normal office hours.
- Trustees are invited to the annual general meeting (AGM) of CASBA, which takes place during the day in September.

PERSON SPECIFICATION

Each Trustee must have:

- a commitment to the mission of CASBA, including a commitment to equality, diversity, and inclusion
- a willingness to meet the minimum time requirement
- integrity
- 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 and to take decisions for the good of CASBA.

This is a great opportunity to give something back to the community as well as a great opportunity to use and stretch your professional skills in a charity context.

If you would like an informal chat, please contact Rob Legge the Executive Manager at rob.legge@casba.org.uk