

## Job Description

<b>Job Title:</b>	CABA Trustee
<b>Responsible to:</b>	President
<b>Responsible for:</b>	<p>Furthering the organisation, keeping within its charitable objectives.</p> <p><b>Main tasks</b></p> <ul style="list-style-type: none"> <li>• To take part in formulating and regularly reviewing the strategic aims of the organisation.</li> <li>• With other trustees to ensure that the policy and practices of the organisation are in keeping with its aims.</li> <li>• With other trustees to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.</li> </ul>
<b>General:</b>	CABA is a benevolent association that supports members of the Institute of Chartered Accountants in England and Wales (ICAEW).
<b>Main Duties:</b>	<p><b>Formulating strategic aims</b></p> <ol style="list-style-type: none"> <li>1. Consider the organisation as a whole and its beneficiaries, whether as a member of the trustees or any of its committees, sub-committees, groups etc.</li> <li>2. Reflect the organisation's purpose and values, strategy and major policies at all times.</li> <li>3. Contribute specific skills, interests and contacts and support the organisation through promoting its activities to members.</li> </ol> <p><b>Ensuring policies and practices are in keeping with aims</b></p> <ol style="list-style-type: none"> <li>4. Follow the requirements of a trustee, as outlined by the Charity Commission.</li> <li>5. Follow the terms of reference of the relevant committees</li> <li>6. Attend meetings of the trustees.</li> <li>7. Reflect the trustees' policies and concerns on all its committees, sub-committees, groups.</li> </ol> <p><b>Ensuring best practice</b></p> <ol style="list-style-type: none"> <li>8. Be an active member of the trustee body in exercising its responsibilities and functions.</li> <li>9. Maintain good relations with senior management and all staff.</li> <li>10. Take part in training sessions provided for the benefit of the trustees.</li> <li>11. Fulfil such other duties and assignments as may be required from time to time by the trustee body.</li> </ol>