

7 Glasgow Road, Paisley, PA1 3QS Tel: 0141-889-2121 www.Renfrewshirecab.org.uk

A call for additional Management Board Directors

Renfrewshire Citizens Advice Bureau continues to help our clients find individual routes to follow so they may deal positively in overcoming a wide range of everyday personal and family problems. We do so with notable success and the CAB service enjoys the public's trust. The advice is free, independent and our dealings with clients kept strictly confidential. RCAB's busy Bureau is located in central Paisley. Additionally we send our advisers to Outreach stations in key positions across the Renfrewshire conurbation.

A very important part of our work is how locally-generated advice statistics are turned to good use. We, like all other Bureaux, regularly contribute de-personalised service data to our umbrella organisation Citizens Advice Scotland. Collectively the data find their way into evidence-based impartial reports and campaigns on wider public issues. CAS also produces individual Bureaux service summaries, some broken down to council ward-level, very useful to local authorities and agencies. We know from experience that what we call our "social policy reporting" does influence policy-making and framing of legislation both at regional and national levels.

RCAB's Management Board is augmenting its team of Directors (who are also the charity's Trustees). We want to broaden local representation on the Board and to enhance its collective expertise. Applicants must be keen and able to contribute fairly regular attendance when considering these voluntary unpaid positions.

Location: Central Paisley, Renfrewshire.

Positions: Management Board Directors/Trustees (detailed overleaf).

Emolument: Nil. Out-of-pocket/travel expenses reimbursed.

RCAB organisation profile:

Incorporated in 2005 as a private company, limited by guarantee and not having a share capital (Companies House registration 282019). Also a Scottish Charity, registered with OSCR (SC 001738) and a full member of the parent national organisation Citizens Advice Scotland.

An applicant's desirable attributes:

You should be an enthusiastic supporter of CAB aims and principles. You will be aware of the broad spectrum of audited advice our Bureau is required to provide to any and all in Renfrewshire. There are many ways to help, but you might have first-hand experience (perhaps, but not necessarily, within the Third Sector), of some of the following topics.....

- charity and small private-company law and governance requirements
- how to nurture an integrated team of skilled volunteers and paid staff
- conducting objective-setting and feedback discussions with senior executive staff
- identify appropriate fund raising techniques for the short, medium and long term
- written preparation of Board-agreed business cases and associated risk assessments
- contemporary styles of local authority funding and the associated negotiations thereof
- developing new, cost-effective, but still meaningful, styles of service delivery
- provision of pre-emptive advice, regarding it as a long-term community investment
- collaborative working with other social services providers, for holistic personal help through efficient client referral systems
- appropriate use of the Internet to engage imaginatively with the public

When applying, mention any other relevant board-level skills of your own. They will be carefully considered. Formal induction for new Directors is given. Training may be available to enhance any Director's existing abilities.

The Board meets early evening (for about 1¼hrs) nine times annually and at an AGM. Some home reading and preparation is expected so that directors can make efficient contributions. Email correspondence between Directors does take place between meetings.

Directorships open under this Call:

(All directors must be aged 18 or over.)

A Local Resident Director must live in Renfrewshire. Appointed usually at an AGM, & held until next AGM; 4 re-appointments permitted, then a 1 year stand down before re-application, etc. Currently 3 vacancies.

A Local Group Director first obtains nomination from a voluntary, statutory or other organisation operating in Renfrewshire. Appointed usually at an AGM, & held until next AGM; 4 re-appointments permitted before 1 year stand down, etc. Currently 3 vacancies.

Directors may at any time appoint a Co-opted Director, who can be anyone they reasonably consider appropriate, not necessarily with a local connection. Holds office until next AGM or shorter. Re-appointment or not determined at each AGM. Currently 1 vacancy.

In the first instance, please contact our Bureau Manager Director, Ms Kay Taylor for simple application forms, at Renfrewshire Citizens Advice Bureau, 7 Glasgow Road, Paisley, PA1 3QS by letter or phone 0141-375-7326 or e-mail kay.taylor@paisleycab.casonline.org.uk

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