

## CILIP in Scotland – Trustee Role Description

CILIP in Scotland is an independent Scottish Charitable Incorporated Organisation. We are affiliated to CILIP UK and act as the professional membership body for library and information professionals in Scotland.

To enable CILIPS to meet its aims, our trustees perform the following functions:

- Set and maintain the vision, mission and values of the organisation;
- Develop direction, strategy and planning;
- Ensure CILIPS has the structure and resources for its work;
- Establish policies and procedures to govern organisational activity;
- Manage risk and ensure compliance and accountability with our governing document, external regulators and the law;
- Ensure CILIPS' financial affairs are conducted properly and accurately reported.

Our trustees should have a strong belief in the value of libraries and the skills of the information professional and be prepared to act as advocates for the library profession.

In order to carry out the responsibilities of a trustee you should be:

- In membership of CILIP;
- Committed to the purpose, objects and values of CILIP in Scotland;
- Able to be constructive about other trustees' opinions in discussions (and in response to contributions by staff at meetings);
- Able to act reasonably and responsibly when undertaking trustee duties;
- Able to maintain confidentiality on sensitive and confidential information;
- Supportive of the values of (and ethics) of the organisation;
- Able to understand the importance and purpose of meetings, and be committed to preparing for them adequately, attending them regularly and making a full contribution.

The CILIPS Trustee Board may meet up to 6 times each year in locations across Scotland. One of these meetings may be a virtual meeting held online. Board meetings can last up to 4 hours and take place during a working day. Out of pocket expenses are payable to trustees.

Board members are elected by nomination and serve for 3 years.  
All Board members receive formal training in trustee duties.