

CILIP in Scotland – Trustee Role Description

CILIP in Scotland is the Scottish arm of CILIP, the leading professional body for library and information staff. CILIPS is a charity registered in Scotland. The role of a CILIPS Trustee is to help direct our organisation towards achieving its mission and ensure the organisation is well managed. You would need to be able to make a commitment to CILIPS and devote the necessary time; have strategic vision; independent judgement, an ability to think creatively and a willingness to speak your mind.

Trustees need to 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 your responsibilities as a trustee you should be:

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

The CILIPS Trustee Board meets 4 times each year.

Board meetings normally last up to 4 hours and are held during the 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.

The statutory duties of a trustee are to:

- Ensure that CILIPS complies with its governing documents and OSCR regulations;
- Ensure that CILIPS pursues its objects as set out in its governing document;
- Ensure that CILIPS uses its resources exclusively in pursuance of its objects;
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against those targets;
- To safeguard the good name of the organisation;
- To ensure the financial stability of the organisation;
- To protect and manage the property of the charity and to ensure the proper investment of the Charity's funds;
- To promote membership of CILIP and the activities of CILIPS

Other duties

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:

- Scrutinising Board papers;
- Leading discussions;
- Focussing on key issues;
- Providing guidance on new initiatives and other issues in which the trustee has special expertise;
- Serve on Task and Finish Groups as assigned by the Chair;
- Demonstrate ethical conduct;
- Act as an advocate for the library community

CILIP in Scotland: a charity registered in Scotland SC038532

In affiliation with CILIP, the Chartered Institute of Library and Information Professionals
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