

## Trustee Role Description

[CILIP in Scotland](#) (CILIPS) is an independent Scottish Charitable Incorporated Organisation. For more on what a SCIO is, [please visit this page on the Scottish Council for Voluntary Organisations website](#), including [a FAQ video by the Scottish Charity Regulator OSCR](#).

CILIPS is affiliated to [CILIP UK](#) by our [Partnership Agreement](#) and we act as the professional membership body for library and information professionals in Scotland.

## The Role of Trustees

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

- Set and maintain the vision, mission and values of CILIPS as an organisation;
- Develop CILIPS's direction, strategy and planning;
- Ensure CILIPS has the structure and resources required for its work;
- Establish policies and procedures to govern CILIPS's organisational activity;
- Manage our risk register and ensure compliance and accountability with [our governing document](#), external regulators and the law;
- Ensure CILIPS's 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.

## To Be a Trustee

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

- [A member of CILIP](#) or willing to join upon appointment as a Trustee;
- Committed to [the purpose, objectives and values of CILIPS](#);
- Able to be constructive about other Trustees' opinions in discussions (and in response to contributions by staff at meetings);
- Be respectful of other Trustees and adhere to our [Code of Conduct](#);
- 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 CILIPS as an organisation;
- Able to understand the importance and purpose of meetings, and be committed to preparing for them adequately, attending regularly and making a full contribution.

## Trustee Board Meetings

The CILIPS Trustee Board may meet up to 5 times each year. These meetings will either take place online or in person and the timings will be agreed to suit the needs of the Trustees. A one-to-one meeting will also be held between the CILIPS CEO/Head and every new Trustee to ensure all their needs are understood and accommodated as much as is reasonably possible. Existing Trustees are always welcome to contact the CEO/Head or the

Chair of the Trustee Board to discuss any changes to their access requirements. Board meetings can last up to three hours and will always include at least one comfort break.

In addition to these meetings, we have regular sub-groups (e.g the Finance and Staffing Group, which looks at resource issues for CILIPS). Membership of these sub-groups is voluntary but we would expect Trustees to involve themselves in one if possible. We ensure that no sub-group meets more than twice a year unless by prior agreement.

### **Expenses**

Out of pocket expenses are payable to Trustees as per the CILIPS Expenses Policy and this is regularly updated.

### **Election**

Board members are elected by nomination and serve for 3 years. All Board members receive the offer of formal training in Trustee duties.

### **Alternative Formats**

If you would like any of the above information in an alternative format, please contact us by email at [admin@cilips.org.uk](mailto:admin@cilips.org.uk), [by telephone via these numbers](#), or via [Contact Scotland BSL](#). This service supports British Sign Language (BSL) users to contact CILIP Scotland via an online BSL/English interpreter.



Contact us via an online  
**Sign Language Interpreter**  
**Contact Scotland BSL**

CILIP in Scotland: a Scottish Charitable Incorporated Organisation (SCO38532)