



Cloch Housing Association

Board Member's Role Description

Policy Name	Board Member Role Description
Policy Category	GOV
Policy Number	077
Date Adopted	20/09/2016
Last Review	21/09/2022
This Review	20/09/2023
Next Review	September 2024
Equalities Impact Assessment Required	No
Link to other policies	Other Role Descriptions and Standing Orders
Consultation	No
Need for Procedure	No

1. Introduction

“The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users.” Regulatory Standards of Governance and Financial Management, Standard 1¹

- 1.1 This role description has been prepared to set out the responsibilities that are associated with being a governing body member (GBM) of **Cloch Housing Association(CHA)**. It should be read in conjunction with Rules and Standing Orders.
- 1.2 is a Registered Social Landlord [and a Scottish Charity. The role description reflects the principles of good governance and takes account of (and is compliant with) the expectations of the Regulatory Standards of Governance and Financial Management for Scottish RSLs and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).
- 1.3 Cloch Housing Association encourages people who are interested in the Association’s work to consider seeking election as a GBM and is committed to ensuring broad representation from the communities that it serves. GBMs do not require ‘qualifications’ but, from time to time, we will seek to recruit people with specific skills and experience to add to or expand the existing range of skills and experience available to ensure that the governing body is able to fulfil its purpose. We have developed a profile for the GBM that describes the skills, qualities and experience that we consider we need to lead and direct Cloch Housing Association and carry out an annual review of the skills that we have and those that we need to inform our recruitment activities.
- 1.4 This role description applies to all members of the governing body, whether elected or co-opted or appointed, new or experienced. It is subject to periodic review.

2. Primary Responsibilities

- 2.1 As a GBM your primary responsibilities are, with the other members of the governing body, to
 - Lead and direct Cloch Housing Association’s work;
 - Promote and uphold Cloch Housing Association’s values;
 - Set and monitor standards for service delivery and performance;
 - Control Cloch Housing Association’s affairs and ensure compliance.

¹ Scottish Housing Regulator (February 2020) *Regulation of Social Housing in Scotland: Our Framework* available [here](#)

- Uphold Cloch Housing Association's Code of Conduct and promote good governance

2.2 Responsibility for the operational implementation of Cloch Housing Association's strategies and policies is delegated to the Chief Officer.

3. Key Expectations

- 3.1 Cloch Housing Association has agreed a Code of Conduct for Governing Body Members which every member is required to sign on an annual basis and uphold throughout their membership of the governing body.
- 3.2 Each GBM must accept and share collective responsibility for the decisions properly taken by the governing body. Each GBM is expected to contribute actively and constructively to the work of Cloch Housing Association. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of Cloch Housing Association and its customers, and not on behalf of any interest group, constituency, or other organisation. GBMs cannot act in a personal capacity to benefit themselves or someone they know.

4. Main Tasks

- To contribute to formulating and regularly reviewing Cloch Housing Association's values, strategic aims, business objectives and performance standards
- To monitor Cloch Housing Association's performance
- To be informed about and ensure Cloch Housing Association's plans take account of the views of tenants and other customers;
- To ensure that Cloch Housing Association operates within and be assured that Cloch Housing Association is compliant with the relevant legal requirements and regulatory frameworks;
- To ensure that risks are realistically assessed and appropriately monitored and managed;
- To ensure that Cloch Housing Association is adequately resourced to achieve its objectives and meet its obligations;
- To oversee and ensure Cloch Housing Association's financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants;

- To act, along with the other members of the governing body, as the employer of Cloch Housing Association's staff;
- To ensure that Cloch Housing Association is open and accountable to tenants, regulators, funders, and partners;

5. Duties

- Act at all times in the best interests of Cloch Housing Association.
- Accept collective responsibility for decisions, policies, and strategies.
- Attend and be well prepared for meetings of the governing body and sub-committees.
- Contribute effectively to discussions and decision making.
- Exercise objectivity, care and attention in fulfilling your role.
- Take part in ongoing training and other learning opportunities.
- Take part in an annual review of the effectiveness of Cloch Housing Association's governance and of your individual contribution to Cloch Housing Association's governance.
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector.
- Represent Cloch Housing Association positively and effectively at all times, including when attending meetings and other events.
- Respect and maintain the confidentiality of information.
- Treat colleagues with respect and foster effective working relationships within the governing body and between the governing body and staff.
- Be aware of and comply with our policy on the restrictions on payments and benefits.
- Register any relevant interests as soon as they arise and comply with Cloch Housing Association's policy on managing conflicts of interest.

6. Commitment

6.1 An estimate of the annual time commitment that is expected from GBMs is:

Activity	Time
Attendance at up to 8 regular meetings of the Board	16 hrs
Reading and preparation for Board meetings	16 hrs
Attendance at up to 4 sub-committee meetings	8 hrs
Reading and preparation for sub-committee meetings	8 hrs
Attendance at annual planning and review events (including individual review meeting)	10 hrs
Attendance at openings and site visits	varies
Attendance at internal briefing and training events	8 hrs
External Training and conference attendance (may include overnight stay or weekend)	2 – 3 days
Total	80+hours

7. What Cloch Housing Association Offers GBMs

7.1 All GBMs are volunteers and receive no payment for their contribution. Cloch Housing Association has adopted an Entitlements, Payments and Benefits Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with Cloch Housing Association. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with Cloch Housing Association. All out-of-pocket expenses associated with your role as a GBM will be fully met and promptly reimbursed.

7.2 In return for your commitment, Cloch Housing Association offers:

- A welcome and introduction when you first join the governing body.
- A mentor or buddy from the governing body and a named staff contact for the first six months, with ongoing support.
- Clear guidance, information, and advice on your responsibilities and on Cloch Housing Association's work.
- Formal induction training to assist settling in.
- Papers that are clearly written and presented, and circulated in advance of meetings.
- The opportunity to put your experience, skills, and knowledge to constructive use.

- The opportunity to develop your own knowledge, experience and personal skills.
- The chance to network with others with shared commitment and ideals

8. Review

- 8.1 This role description was approved by the governing body. It will be reviewed by the governing body every year after the AGM.