

Board Members Role Description Policy

Customer
Focus

Respect

Communication

Integrity



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Board Member's Role Description

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 1

- 1.1 This role description has been prepared to set out the responsibilities that are associated with being a Board member of Cloch Housing Association (Cloch) and will be read alongside the Rules and Standing Orders.
- 1.2 Cloch 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 (2019) and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).
- 1.3 Cloch encourages people who are interested in the Association's work to consider seeking election as a Board member and is committed to ensuring broad representation from the communities that it serves. Board members do not require 'qualifications' but, from time to time, we will seek to recruit people with specific skill sets and experience to add to or expand the range of skills and experience available to ensure that the Board is able to fulfil its purpose. We carry out an annual review of the skills.
- 1.4 This role description applies to all members of the Board, whether elected or co-opted, new or experienced. It is subject to periodic review.

2. Primary Responsibilities

- 2.1 The Board Member's primary responsibilities are, with the other Board members, to:
- Lead and direct Cloch's work.
 - Promote and uphold Cloch's values.
 - Set and monitor standards for service delivery and performance.
 - Control Cloch's affairs and ensure compliance.
- 2.2 Delegated authority for the operational implementation of Cloch's strategies and policies has been given to the Director.

3. Key Expectations

- 3.1 Cloch has agreed a Code of Conduct for Board Members which every member is required to sign on an annual basis.

- 3.2 Each member must accept and share collective responsibility for the decision properly taken by the Board. Each Board member is expected to contribute actively and constructively to the work of Cloch. 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 and its customers, and not on behalf of any interest group, constituency or other organisation. Board members cannot act in a personal capacity to benefit them or someone they know.

4. Main Tasks

- To contribute to formulating and regularly reviewing Cloch's values, strategic aims and performance standards.
- To monitor Cloch's performance.
- To ensure that Cloch operates within and is compliant with the relevant legal and regulatory frameworks.
- To ensure that risks are realistically assessed and appropriately monitored and managed.
- To ensure that Cloch is adequately resourced to achieve its objectives and meet its obligations.

5. Duties

- Act at all times in the best interests of Cloch.
- Accept collective responsibility for decisions, policies and strategies.
- Attend and be well prepared for meetings of the Board and sub-committees.
- Contribute effectively to discussions and decision-making.
- Take part in training and other learning opportunities.
- Take part in an annual review of the effectiveness of Cloch's governance and of the member's individual contribution to Cloch's governance.
- Maintain and develop personal knowledge of relevant issues and the wider housing sector.
- Represent Cloch positively and effectively in local communities and when attending meetings and other events.
- Respect and maintain confidentiality of information.

- Treat colleagues with respect and foster effective working relationships within the Board and between the Board and staff.
- Attend and participate in reviews of the Board member's performance, and in an annual review of your individual contribution to Cloch's governance.
- Be aware of and comply with the restrictions on payments and benefits.
- Register any relevant interests as soon as they arise and comply with Cloch's policy on managing conflicts of interest.

6. Commitment

An estimate of the annual time commitment expected from Board members is as follows:

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 Offers Board Members

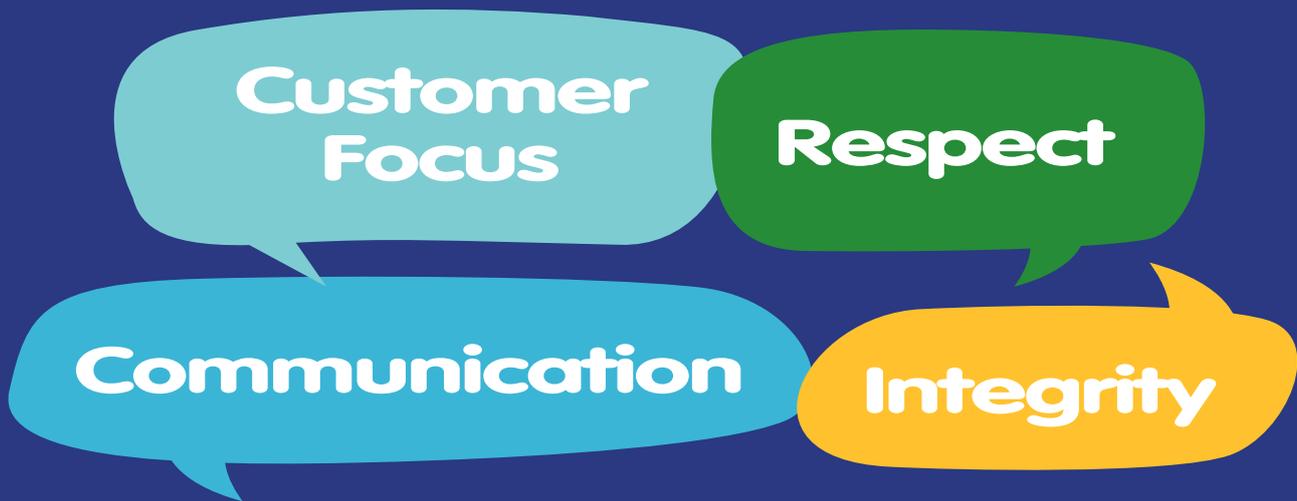
All members of the Board are volunteers and receive no payment for their contribution. Cloch's policies prevent Board members or people to whom they are closely connected benefitting from their involvement with Cloch, although they also seek to ensure that Board members are not unfairly disadvantaged by their involvement with Cloch. All out-of-pocket expenses associated with the role of Board member are fully met and promptly reimbursed. In return for the commitment offered by Board members, Cloch offers:

- A welcome and introduction when a member first joins the Board.
- A mentor or buddy from the Board (if agreed) and a named staff contact for the first six months, with ongoing support .
- Clear guidance, information and advice on Board members' responsibilities and on Cloch's work.
- Formal induction training.

- Papers which are clearly written and presented, and circulated in advance of meetings.
- The opportunity to put members' experience, skills and knowledge to constructive use.
- The opportunity to develop members' own knowledge, experience and personal skills. The chance to network with others with shared commitment and ideals

8. Review

This role is reviewed annually after the AGM.



CLOCH HOUSING ASSOCIATION LTD	
Policy Name	Board Members Role Description
Policy Category	C-HR
Policy Number	077
Date Adopted	20/09/2016
This Review	23/09/2020
Next Review	September 2021
Equalities Impact Assessment Required	
Link to other policies	
Consultation	
Need for Procedure	