

<b>Policy Name</b>	Board Member's Role Description
<b>Policy Category</b>	Corporate & Governance
<b>Policy Number</b>	CG006
<b>Officer Responsible</b>	Chief Executive
<b>Date to Board</b>	May 2021
<b>Next Review Date</b>	May 2026

## **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 governing body member (GBM) of the Lochaber Housing Association Group (LHAG). It should be read in conjunction with the Association's Rules and Standing Orders.

### **1.2**

Lochaber Housing Association 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**

Lochaber 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 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 the LHA Group's work
- Promote and uphold the LHA group's values

- Set and monitor standards for service delivery and performance
- Control the LHA Group's affairs and ensure compliance
- Uphold the LHA group's Code of Conduct and promote good governance

## **2.2**

Responsibility for the operational implementation of the LHA Groups' strategies and policies is delegated to the Chief Executive Officer.

## **3. Key Expectations**

### **3.1**

The LHA Group 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 the LHA Group. All members are equally responsible in law for the decisions made.

### **3.3**

Each member must always act only in the best interests of the LHA Group 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 the LHA Group's values, strategic aims, business objectives and performance standards
- To monitor the LHA Group's performance
- To be informed about and ensure the LHA group's plans take account of the views of tenants and other customers
- To ensure that the LHA Group operates within and be assured that the LHA group 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 the LHA Group is adequately resourced to achieve its objectives and meet its obligations
- To oversee and ensure the LHA Group'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 the LHA Group's staff
- To ensure that the LHA Group is open and accountable to tenants, regulators, funders, and partners

## **5. Duties**

- Always act in the best interests of the LHA Group
- 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 the LHA Group's governance and of your individual contribution to the LHA group's governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Always represent the LHA Group positively and effectively, including [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 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 the LHA Group's policy on managing conflicts of interest

## **6. Commitment**

### **6.1**

The LHA Board meets regularly - usually on a Thursday approximately 8 times per year. As well as attending meetings and contributing to discussions, Board Members are expected to prepare for those meetings by reading the reports provided in advance. They are also required to participate in additional events such as annual appraisal meetings, training, attendance at conferences and business planning sessions. LHA has estimated that the average time commitment for a Board Member is around 60 hours per year, i.e. in the region of 5 hours per month.

## **7. What the LHA Group Offers GBMs**

### **7.1**

All GBMs are volunteers and receive no payment for their contribution. The LHA Group has adopted an Entitlements, Payments and Benefits Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with the LHA Group. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with the LHA Group. 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, the LHA Group offers:**

- A welcome and introduction when you first join the governing body
- A mentor 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 the LHA Group's work
- Formal induction training to assist settling in
- Papers which 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 on May 2021. It will form the basis of the annual review of the effectiveness of your contribution to our governance. It will be reviewed by the governing body not later than 2024.