

<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>	August 24
<b>Next Review Date</b>	August 27

## 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 Lochaber Housing Association (LHA). It should be read in conjunction with Lochaber Housing Association's Rules and Standing Orders.
- 1.2 LHA 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 LHA 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 LHA's work
  - Promote and uphold LHA's values
  - Set and monitor standards for service delivery and performance
  - Control LHA's affairs and ensure compliance

- Uphold LHA's Code of Conduct and promote good governance
- 2.2 Responsibility for the operational implementation of LHA's strategies and policies is delegated to the Chief Executive Officer.

### **3. Key Expectations**

- 3.1 LHA has adopted 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 LHA. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of LHA 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.
- 3.4 Our rules contain specific requirements that all GBMs should be aware of, including:
- The GB must have at least seven members
  - The quorum for a meeting of the GB is four members, who must be elected or have filled a casual vacancy
  - The quorum for a sub-committee meeting is three members, who must be elected or have filled a casual vacancy
  - Co-opted members cannot make up more than one third of the GB; they do not contribute to a quorum being achieved and cannot be elected to an OB role
  - The Secretary must present a report to the last GB meeting before the AGM confirming that all the requirements of Rules 62-67 have been met
  - An experienced GBM (who has nine or more years' experience with the RSL) must have the agreement of the GB if they intend to seek re-election for a further term: the GB's agreement should be recorded in the relevant minute
  - A GBM ceases to be a member of the GB if they miss four consecutive meetings without, first, having been granted leave of absence
  - A GBM who has declared an interest in a matter to be discussed at a meeting must leave the meeting, before the matter is discussed, and cannot vote on the issue

### **4. Main Tasks**

1. To contribute to formulating and regularly reviewing LHA's values, strategic aims, business objectives and performance standards
2. To monitor LHA's performance
3. To be informed about and ensure LHA's plans take account of the views of tenants and other customers
4. To ensure that LHA operates in accordance with relevant legal and regulatory requirements
5. To be assured that LHA is compliant with relevant legal and regulatory requirements

6. To ensure that risks are realistically assessed and appropriately monitored and managed
7. To ensure that LHA is adequately resourced to achieve its objectives and meet its obligations
8. To oversee and ensure LHA's financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants
9. To act, along with the other members of the governing body, as the employer of LHA's staff
10. To ensure that LHA is open and accountable to tenants, regulators, funders and partners

## **5. Duties**

- Act at all times in the best interests of LHA
- 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 LHA's governance and of your individual contribution to LHA's governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent LHA positively and effectively at all times, 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 LHA'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 the majority of these meetings are online. 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 LHA Offers GBMs**

7.1 All GBMs are volunteers and receive no payment for their contribution. LHA has adopted an Entitlements, Payments and Benefits (EPB) Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with LHA. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with LHA. 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, LHA 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 LHA'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 22<sup>nd</sup> August 2024. 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 three years from adoption.