

CLYDESDALE HOUSING ASSOCIATION LIMITED

Job Description for Committee Member

Responsible to: Management Committee

Key Objectives: To ensure that Clydesdale Housing Association is managed effectively and in line with the requirements of the law, Communities Scotland and best practice.

To uphold the good name of the Clydesdale Housing Association and the principles for which it stands.

To ensure that the aims and objectives of Clydesdale Housing Association are met.

Key Tasks:

1. Working as part of the Management Committee

- 1.1 To ensure that the housing association operates within the law and according to its Rules and procedures; meeting standards laid down by SFHA, Communities Scotland and other regulatory bodies.
- 1.2 To provide collective leadership; working with the management team in setting the direction, objectives and culture of the organisation and reviewing the direction and objectives of the housing association on a regular basis.
- 1.3 To recognise your duties to tenants, applicants, service-users and other stakeholders; ensuring that the Association encourages participation and consultation.
- 1.4 To review and agree policies and procedures to achieve organisational objectives.
- 1.5 To protect the assets of the Association; to approve each year's budget, exercising regular control over the Association's financial performance.
- 1.6 To ensure adequate control of the organisation's activities; that the organisation works to agreed objectives and targets and that any risks and legal requirements are reported and dealt with.
- 1.7 To ensure that the housing association reviews its performance across all areas on a regular basis.
- 1.8 To understand the role of the Management Committee as an employer of staff; to clearly delegate appropriate authority to them to act while receiving clear reports on targets, performance, variances and trends, and requirements for review.
- 1.9 To ensure that the Management Committee maintains a balance of skills, experience and diversity within its membership; regularly reviewing recruitment and training practices.

2. Working as an Individual

- 2.1 Acting with personal integrity at all times; declaring any interests, abiding by SFHA's Code of Conduct for Governing Body Members, any specific code of the Association and maintaining the interests and good name of the Association and its Committee Members.
- 2.2 To treat all information gained by virtue of being a governing body member in strictest confidence while promoting an ethos of openness and accountability.
- 2.3 To abide by and promote the Association's commitment to equality.
- 2.4 To regularly attend Management Committee and other meetings, participating in discussions and decision-making and abiding by the decisions made. To give adequate notice and apologies when unable to attend meetings.
- 2.5 To read all reports and committee papers in advance of meetings and to raise questions about any areas which require clarification or further information.
- 2.6 To consider all options presented by staff in reports and papers and make clear decisions or request deferment of decisions until sufficient information is available or clarification received.
- 2.7 To attend any courses or conferences organised or agreed by the Association and to otherwise keep abreast of general policy developments related to the Association's work.
- 2.8 To positively represent the Association as required; promoting the Associations' policies, objectives and good name. To inform interested parties about the work of the Association, the possibilities of membership, and the role of a Management Committee member.
- 2.9 To support all decisions taken by the Management Committee.

3. Working as an Office Bearer

- 3.1 Elections for the role of Chairperson, Secretary and Treasurer take place each year following the AGM. The specific duties/roles of each of these posts are contained in the Standing Orders which are reviewed annually by Committee. This would also cover the specific duties of any other Office Bearer post which may be determined from