



# Role Description of Chair

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Chair of Gardeen Housing Association. The responsibilities described here are additional to those set out in the Committee members' role description. It should be considered alongside Gardeen's HA's Rules and Standing Orders.
- 1.2 This role description will be used to support the annual review of the committee's effectiveness. It will be used to appoint the Chair and sub-committee convenors after each AGM: committee members who wish to be considered for one of these offices will be invited to say how, if elected, they will carry out the duties that are set out here before the election takes place.
- 1.3 In the event that the Chair is unable to fulfil their responsibilities, any one of the convenors may, with the consent of the committee, carry out the duties of the Chair.

## Key Responsibilities

- 2.1 The Chair and convenors must act, and be seen to act, at all times on behalf of the committee. The Chair's key responsibilities are:
  - To lead the committee and sub-committees constructively, provide direction and manage meetings effectively
  - To develop and maintain a constructive and positive working relationship with the Chair and Director and, in the case of convenors, senior staff
  - To uphold the Code of Conduct and promote good governance
  - To ensure that Gardeen's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required

## **Leadership and Direction**

### **3.1 The Chair is expected to:**

- Represent Gardeen HA positively and effectively
- Set the style and tone of committee and sub-committee meetings to ensure effective and participative decision making
- Promote and uphold the Code of Conduct for Gardeen HA's Management Committee
- Ensure that the necessary arrangements are in place to enable Gardeen HA to honour its obligations, achieve its objectives and meet agreed targets
- Demonstrate and support the principles of good governance at all times
- Ensure that the Committee has access to the range of skills, knowledge and experience necessary for the achievement of Gardeen's aims and objectives and for the fulfilment of the Committee's responsibilities
- Ensure that the Committee has access to the necessary advice, information and support to fulfil its responsibilities and that, where appropriate, external and/or specialist advice is sought
- Provide support to new and experienced committee members by promoting access to relevant induction, training and development opportunities

## **Working with the Director**

### **4.1 The Chair should:**

- Establish a constructive relationship with the Director and ensure that their respective roles of leading and managing are recognised and promoted effectively; Convenors should establish similar relationships with the relevant senior staff member
- Ensure that the conduct of Gardeen HA's business continues effectively between meetings of the committee and act under delegated or emergency authority when necessary
- In the event of a vacancy, ensure that effective arrangements are implemented for the recruitment and appointment of a Director, in accordance with Gardeen's agreed recruitment practices
- Carry out, with at least one other committee member, the Director's annual appraisal and report to the Management Committee

- Ensure that appropriate arrangements are in place and implemented effectively for the support and remuneration of the Director
- In the event that it is necessary, be responsible for dealing with grievance or disciplinary action in respect of the Director, in accordance with Gardeen's agreed procedures

## **Promoting Good Governance**

### 4.1 The Chair is required to:

- Promote and demonstrate the highest standards of ethical conduct and integrity
- Initiate any investigation under the terms of Gardeen HA's Code of Conduct
- Chair all general meetings of Gardeen HA in accordance with the Rules
- Chair all Committee meetings of Gardeen HA, in accordance with the Rules and Standing Orders
- Ensure that all members of the committee have access to appropriate information and have an opportunity to contribute to discussion and consideration of all matters requiring their attention
- Manage meetings effectively to ensure that there is sufficient time for the consideration of all relevant issues; for performance to be monitored effectively and for risk to be assessed realistically
- Ensure that all delegated authorities are monitored and reporting arrangements are implemented effectively

## **Conduct of Gardeen HA's Business**

### 5.1 The Chair is expected to:

- Ensure that Gardeen HA's business is efficiently and accountably conducted between Committee meetings
- Sign cheques and documents requiring the Committee or the Chair's authorisation, in accordance with Gardeen HA's standing orders
- Take decisions on behalf of the organisation in the event of emergencies that occur outside the regular meeting cycle and report these back to the Committee for ratification

- Ensure that the skills, knowledge and support available to the committee are kept under periodic review

### **Monitoring and Review**

6.1 This role description was approved by the management committee on September 2017. It will be reviewed again in September 2019.