



# Role Description of Committee Member

## 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<sup>1</sup>

- 1.1 This role description has been prepared to set out the responsibilities that are associated with being a Committee Member of Gardeen Housing Association. It should be read in conjunction with the accompanying person specification and Gardeen’s Rules and Standing Orders.
- 1.2 Gardeen HA 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 Gardeen HA encourages people who are interested in the Association’s work to consider seeking election as a Committee Member and is committed to ensuring broad representation from the communities that it serves. Committee Members 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 Management Committee, whether elected or co-opted, new or experienced. It is subject to periodic review.

## 2. Primary Responsibilities

- 2.1 As a member of the Management Committee of Gardeen Housing Association, your primary responsibilities are, with the other members of the Committee, to

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<sup>1</sup> Scottish Housing Regulator (April 2012) *Regulation of Social Housing in Scotland: Our Framework*

- Lead and direct Gardeen HA's work
  - Promote and uphold Gardeen's values
  - Set and monitor standards for service delivery and performance
  - Control Gardeen HA's affairs and ensure compliance
- 2.2 Responsibility for the operational implementation of Gardeen HA's strategies and policies is delegated to the Director.

### **3. Key Expectations**

- 3.1 Gardeen HA has agreed a Code of Conduct for Committee Members which every member is required to sign on an annual basis.
- 3.2 Each Committee Member must accept and share collective responsibility for the decisions properly taken by the Committee. Each Committee Member is expected to contribute actively and constructively to the work of Gardeen HA. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of Gardeen HA and its customers, and not on behalf of any interest group, constituency or other organisation. Committee Members cannot act in a personal capacity to benefit themselves or someone they know.

### **4. Main Tasks**

- To contribute to formulating and regularly reviewing Gardeen's values, strategic aims and performance standards
- To monitor Gardeen's performance
- To ensure that Gardeen HA 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 Gardeen HA is adequately resourced to achieve its objectives and meet its obligations

### **5. Duties**

- Act at all times in the best interests of Gardeen HA
- 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
- Take part in training and other learning opportunities

- Take part in an annual review of the effectiveness of Gardeen’s governance and of your individual contribution to Gardeen’s governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent Gardeen HA 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 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 Gardeen’s policy on managing conflicts of interest

## 6. Commitment

An estimate of the annual time commitment that is expected from Committee Members is:

Activity	Time
Attendance at up to 10 regular meetings of the Management Committee	20
Reading and preparation for meetings of the governing body	10
Attendance at up to 3 special meetings	6
Reading and preparation for special meetings	4
Attendance at annual planning and review events (including individual review meeting)	10
Attendance at internal briefing and training events	20
External Training and conference attendance (may include overnight stay or weekend)	14
<b>Total</b>	<b>84</b>

## 7. What Gardeen HA Offers Committee Members

All Committee Members are volunteers and receive no payment for their contribution. Gardeen HA has policies which prevent you or someone close to you from benefiting personally from your involvement with Gardeen HA, although these policies also seek to ensure that you are not unfairly disadvantaged by your involvement with Gardeen HA. All out of pocket expenses associated with your role as a GBM are fully met and promptly reimbursed.

In return for your commitment, Gardeen HA 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 Gardeen HA'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**

This role description was approved by the Management Committee in 2017. 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 2019.