**Glen Housing Association**

**Governing Body Member’s Role Description**

**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]](#footnote-1)

1.1 This role description has been prepared to set out the responsibilities that are associated with being a GBM of Glen Housing Association (GHA).

1.2 Glen 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 Glen HA 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, new or experienced. It is subject to periodic review.

**2. Primary Responsibilities**

2.1 As a member of the Governing Body (GBM) your primary responsibilities are, with the other members of the Board, to

* Lead and direct Glen HA’s work
* Promote and uphold Glen HA’s values
* Set and monitor standards for service delivery and performance
* Control Glen HA’s affairs and ensure compliance

2.2 Responsibility for the operational implementation of Glen HA’s strategies and policies is delegated to the Chief Officer.

**3. Key Expectations**

3.1 Glen HA has agreed a Code of Conduct for Governing Body Members which every member is required to sign on an annual basis.

3.2 Each GBM must accept and share collective responsibility for the decisions properly taken by the Board. Each GBM is expected to contribute actively and constructively to the work of Glen 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 Glen HA 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 Glen HA’s values, strategic aims and performance standards
* To monitor Glen HA’s performance
* To ensure that Glen 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 Glen HA is adequately resourced to achieve its objectives and meet its obligations

**5. Duties**

* Act at all times in the best interests of Glen 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 Glen HA’s governance and of your individual contribution to Glen HA’s governance
* Plan strategically to replace Office Bearers over the medium to long term
* Maintain and develop your personal knowledge of relevant issues and the wider housing sector
* Represent Glen 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 Glen HA’s policy on managing conflicts of interest

**6. Commitment**

An estimate of the annual commitment that is expected from GBMs is

|  |  |
| --- | --- |
| Activity |  |
| Attendance at up to 12 regular meetings of the Governing Body |  |
| Reading and preparation for meetings of the Governing Body |  |
| Attendance at relevant sub-committee/working group meetings |  |
| Reading and preparation for sub-committee/working group meetings |  |
| Attendance at annual planning and review events (including individual review meeting) |  |
| Attendance at events such as estate tours, tenant / customer conferences, openings and site visits |  |
| Attendance at internal briefing and training events |  |
| External Training and conference attendance (may include overnight stay or weekend) |  |

**7. What Glen HA Offers GBMs**

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

In return for your commitment, Glen 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 Glen 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 Governing Body on 21st March 2018. 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 31st March 2021.

1. [↑](#footnote-ref-1)