# **Role Description for Governing Body Members of Glen Housing Association**

**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 governing body member (GBM) of Glen Housing Association (GHA). It should be read in conjunction with the accompanying person specification [or GB profile] and GHA’s Rules and Standing Orders.

1.2 GHA 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 GHA 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 have developed a profile for the GB which describes the skills, qualities and experience that we consider we need to lead and direct GHA and 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 GHA’s work
* Promote and uphold GHA’s values
* Set and monitor standards for service delivery and performance
* Control GHA’s affairs and ensure compliance
* Uphold GHA’s Code of Conduct and promote good governance

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

**3. Key Expectations**

3.1 GHA has agreed 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 GHA. All members are equally responsible in law for the decisions made.

3.3 Each member must always act only in the best interests of GHA 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 GHA’s values, strategic aims, business objectives and performance standards
* To monitor GHA’s performance
* To be informed about and ensure GHA’s plans take account of the views of tenants and other customers
* To ensure that GHA operates within and be assured that GHA is compliant with the relevant legal requirements and regulatory frameworks
* To ensure that risks are realistically assessed and appropriately monitored and managed
* To ensure that GHA is adequately resourced to achieve its objectives and meet its obligations
* To oversee and ensure GHA’s financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants
* To act, along with the other members of the governing body, as the employer of GHA’s staff
* To ensure that GHA is open and accountable to tenants, regulators, funders and partners

**5. Duties**

* Act at all times in the best interests of GHA
* 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 GHA’s governance and of your individual contribution to GHA’s governance
* Maintain and develop your personal knowledge of relevant issues and the wider housing sector
* Represent GHA positively and effectively at all times, including in localcommunities 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 GHA’s policy on managing conflicts of interest

**6. Commitment**

6.1 An estimate of the annual time commitment that is expected from GBMs is:

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| --- | --- |
| Activity |  |
| Attendance at up to **12** regular meetings of the governing body |  |
| Reading and preparation for meetings of the governing body |  |
| Attendance at sub-committee/working groups as required |  |
| 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 GHA Offers GBMs**

7.1 All GBMs are volunteers and receive no payment for their contribution. GHA has adopted an Entitlements, Payments and Benefits Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with GHA., This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with GHA. 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, GHA 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 GHA’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 in July 2021. 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 July 2024.

1. Scottish Housing Regulator (February 2020) *Regulation of Social Housing in Scotland: Our Framework* available [here](https://www.scottishhousingregulator.gov.uk/sites/default/files/publications/Our%20Regulatory%20Framework.pdf) [↑](#footnote-ref-1)