

# Chair's Role Description

## 1. Introduction

1.1 This Role Description sets out the main duties and responsibilities that are attached to the office of Chair of East Lothian Housing Association (ELHA). This description has been prepared in the context of ELHA's strategic objectives and operating environment, as assessed by the Management Committee for the period 2010 – 2015. It reflects the principles of good governance and takes account of (and is compliant with) the expectations of the Regulatory Code of Governance for Scottish RSLs and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).

1.2 This Role Description should be considered alongside ELHA's Rules, Standing Orders and the person specification for the role of Chair.

1.3 The duties described here are additional to those set out in the role description for Committee Members. In the absence of the Chair, the duties described here will be undertaken by the Vice-Chair, in accordance with ELHA's Standing Orders.

## 2. Primary Responsibilities

2.1 The Chair must act and be seen to act, at all times, on behalf of the Management Committee. The Chair's primary responsibilities are to

- Lead and provide direction to the Management Committee
- Work effectively and constructively with the Chief Executive
- Promote good governance
- Represent ELHA effectively

## 3. Leadership and Direction

3.1 The Chair is expected to:

- Promote, uphold and communicate ELHA's values, vision, aims and objectives
- Promote and uphold the Code of Conduct for ELHA's Management Committee
- Demonstrate and support the principles of good governance at all times
- Set the style and tone of committee meetings to ensure effective and participative decision making
- Ensure that the necessary arrangements are in place to enable ELHA to honour its obligations, achieve its objectives and meet agreed targets

- Ensure that the Management Committee has access to the range of skills, knowledge and experience necessary for the achievement of ELHA's aims and objectives and for the fulfilment of the Management Committee's responsibilities
- Ensure that the Management 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 Management Committee members by promoting access to relevant induction, training and development opportunities and by meeting annually with individual members to review their contributions and plan future development [*this could be in partnership with the Vice-Chair or Chief Executive*]

#### **4. Working with the Chief Executive**

##### 4.1 The Chair should:

- Establish a close and constructive relationship of mutual trust and support with the Chief Executive and ensure that their respective roles of leading and managing are recognised and promoted effectively
- Plan Management Committee meetings and set forward looking agendas that reflect the Management Committee's strategic focus and ensure the efficient and effective conduct of business
- Ensure that the conduct of ELHA'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 Chief Executive, in accordance with ELHA's agreed recruitment practices
- Carry out, with the Vice-Chair, the Chief Executive'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 Chief Executive
- In the event that it is necessary, be responsible for dealing with grievance or disciplinary action in respect of the Chief Executive, in accordance with ELHA's agreed procedures

#### **5. Promoting Good Governance**

##### 5.1 ELHA requires the Chair to:

- Promote and demonstrate the highest standards of integrity and ethical conduct

- Uphold ELHA's Code of Conduct
- Chair all general meetings of ELHA in accordance with the Rules
- Chair all Management Committee meetings of ELHA, in accordance with the Rules and Standing Orders
- Ensure that all members of the Management Committee have an opportunity to contribute to discussion and consideration of all matters requiring their attention
- Ensure that all members of the Management Committee receive accurate and timely information to enable sound and well informed decisions to be taken and make sure that deadlines for decision making are realistic
- 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
- Maintain contact with Management Committee members to ensure that their views inform planning

## **6. Representation and Communication**

6.1 The Chair should always:

- Promote, uphold and communicate ELHA's culture and values
- Promote and enhance ELHA's reputation through effective representation of ELHA locally and on a wider scale
- Ensure that the views of service users and stakeholders are sought and considered in developing services, policies and strategy
- Contribute to discussions and negotiations with partners and stakeholders on behalf of ELHA

## **7. Review**

7.1 This Role Description was approved by the Management Committee in March 2010. It will form the basis of the annual review of the Chair's performance that is carried out by two members of the Management Committee. This role description will be reviewed by the Management Committee not later than March 2015.