

# Management Committee Member's Role Description

## 1. Introduction

“Good governance means the committee and senior staff working together effectively in clearly defined functions and roles” (*Regulatory Code of Governance, November 2006*)

1.1 This role description has been prepared to set out the responsibilities that are associated with being a Management Committee member of East Lothian Housing Association (ELHA). It should be read in conjunction with the accompanying person specification and ELHA's Rules and Standing Orders.

1.2 The role description 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).

1.3 ELHA does not set minimum 'qualifications' for Management Committee members but, from time to time, we will seek to recruit people with specific skills and experience based on our assessment of the availability of the range of skills and experience that the Management Committee needs to fulfil its purpose.

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 The Management Committee Member's primary responsibilities are, with the other members of the Management Committee, to

- Promote and uphold the values of ELHA
- Lead and direct ELHA's work
- Control ELHA's affairs and ensure compliance

2.2 Responsibility for the operational implementation of ELHA's strategies and policies is delegated to the Chief Executive.

## 3. Key Expectations

3.1 ELHA has agreed a Code of Conduct for Management Committee Members which every member is required to sign on an annual basis.

3.2 Each Management Committee member is expected to contribute actively and constructively to the work of ELHA. Each member must accept and share collective responsibility for the decisions properly taken by the Management Committee. All members are equally responsible in law for the decisions made.

3.3 Each member must act only in the best interests of ELHA and its customers, and not on behalf of any constituency, other organisation or interest group. Although members may have been elected, nominated or appointed by a particular stakeholder group, their overriding loyalty must be to ELHA as a whole.

#### **4. Main Tasks**

- To contribute to formulating and regularly reviewing ELHA's values, strategic aims and performance standards
- To monitor ELHA's performance and that of the other members of the ELHA Group
- To ensure that ELHA operates within and is compliant with the relevant legal and regulatory frameworks
- To ensure that ELHA is adequately resourced to achieve its objectives and meet its obligations
- To ensure that risks are realistically assessed and appropriately monitored and managed

#### **5. Duties**

- Act at all times in the best interests of ELHA
- Attend and be well prepared for meetings of the Management Committee and Sub-Committees
- Contribute effectively to discussions and decision making
- Accept collective responsibility for decisions, policies and strategies
- Take part in training and other learning opportunities
- Maintain and develop personal knowledge of relevant issues and the wider housing sector
- Represent ELHA 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 committee and between the committee and staff
- Attend and participate in reviews of the Management Committee's performance, individual and collective
- Be aware of and comply with the restrictions on payments and benefits
- Register any relevant interests as soon as they arise and comply with ELHA's policy on managing conflicts of interest

## 6. Commitment

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

Activity	Time
Attendance at up to 7 meetings of the Management Committee and the Annual General Meeting	18 hours
Reading and preparation for committee meetings	14 hours
Attendance at up to 4 Sub-Committee meetings	8 hours
Reading and preparation for Sub-Committee meetings	8 hours
Attendance at annual planning and review events (including individual review meeting)	8 hours
Attendance at openings and site visits	Optional
Training and conference attendance (may include overnight stay or weekend)	Optional
<b>Total</b>	<b>56 hours</b>

## 7. Review

This role description was approved by the Management committee in March 2010. It will form the basis of the annual review of performance carried out by the Chair and/or Vice-Chair/Chief Executive.