



TOLLCROSS
housing association

Management Committee Member Role Outline & Eligibility 2019

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- Honorary President: Bill Dougan
- Property Factor Registered No. 00261
- Registered with the Scottish Housing Regulator registration no. 197 and with the Financial Conduct Authority as a registered society under the Co-operative and Community Benefit Societies Act 2014 – Registration No. 1798RS
- Registered Scottish Charity SC040876

1. Introduction

“The Governing Body (Management Committee) leads and directs the RSL to achieve good outcomes for its tenants and other service users.” Regulatory Standards of Governance and Financial Management

- 1.1 This role description has been prepared to set out the responsibilities that are associated with being a Committee Member of Tollcross Housing Association (THA). It should be read in conjunction THA’s Rules and Standing Orders.
- 1.2 Tollcross Housing Association is a Registered Social Landlord. 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 THA 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 your primary responsibilities are, with the other members of the Committee, to
 - Lead and direct THA’s work
 - Promote and uphold THA’s values
 - Set and monitor standards for service delivery and performance
 - Control THA’s affairs and ensure compliance
- 2.2 Responsibility for the operational implementation of THA’s strategies and policies is delegated to the Chief Officer.

3. Key Expectations

- 3.1 THA 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 THA. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of THA 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 THA’s values, strategic aims and performance standards
- To monitor THA’s performance
- To ensure that THA 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 THA is adequately resourced to achieve its objectives and meet its obligations

5. Duties

- Act at all times in the best interests of THA
- 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 THA’s governance and of your individual contribution to THA’s governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent THA 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 Management Committee and between the Management Committee 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 THA’s policy on managing conflicts of interest

6. Commitment

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

Activity
Attendance at regular monthly meetings of the Governing Body
Reading and preparation for meetings of the governing body
Attendance at sub-committee meetings as appropriate
Reading and preparation for sub-committee 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 Tollcross Housing Association Offers Committee members

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

In return for your commitment, THA offers:

- A welcome and introduction when you first join the Management Committee;
- A mentor from the Management Committee and named staff to contact for on-going support;
- Clear guidance, information and advice on your responsibilities and on THA'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 Monday, 25th July 2016. 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 in line with the review schedule for the Governing Body Performance Review Policy.

Tollcross Housing Association Limited

Management Committee Member – Role Outline

Management Committee Members Person and Skills Specification

The following is a list of the key requirements for the role of a Management Committee Member. It should be noted that training, support and development will be provided for the postholder, where required.

Requirement	Essential	Desirable
An understanding of, a commitment to, and a passion for social housing, its purpose and its work.	✓	
Objectivity, fairness, independence of mind, integrity, wisdom, discretion and good judgment.	✓	
Strategic vision and the ability to focus on practical issues.	✓	
A commitment to act solely in the best interest of Tollcross Housing, and of the community it serves, without regard to personal interest or benefit.	✓	
Readiness to take and be accountable for decisions.	✓	
A lively awareness of how the world is changing politically, economically and socially.		✓
The necessary time to be an effective Management Committee Member.	✓	
A good team player.	✓	
Self-aware and self-managing.	✓	
No significant potential conflicts of interest.	✓	
Resident, community and neighbourhood involvement.		✓
Experience of leadership.		✓
Governing body and committee level decision making.		✓
Experience of organisations with stakeholders.		✓
Experience of social housing and community issues.		✓
A broad experience of good governance in business, and Charitable organisation.		✓
An understanding of the governance issues and duties and responsibilities facing the social housing sector.		✓

Core Competencies

Requirement	Essential	Desirable
Ability to challenge positively	✓	
Analytical skills	✓	
Ability to work collaboratively to reach consensus	✓	
Communication skills	✓	
Ability to act as an ambassador for the organisation	✓	
Ability to be creative and logical	✓	
Ability to interpret information	✓	
Ability to maintain a customer focus	✓	

Extract from Association Rules – Number 43

- 43 A person will **not** be eligible to be a Committee Member and cannot be appointed or elected as such if:-
- 43.1 he/she has been adjudged bankrupt, has granted a trust deed for or entered into an arrangement with creditors or his/her estate has been sequestrated and has not been discharged; or
 - 43.2 he/she has been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974 or an offence under the Charities and Trustee Investment (Scotland) Act 2005; or
 - 43.3 he/she is a party to any legal proceedings in any Court of Law by or against the Association; or
 - 43.4 he/she is or will be unable to attend the Committee Meetings for a period of 12 months; or
 - 43.5 he/she has been removed from the Committee of another registered social landlord within the previous five years; or
 - 43.6 he/she has resigned from the Committee in the previous five years in circumstances where the resignation was submitted after the date of his/her receipt of notice of a special committee meeting convened to consider a resolution for his/her removal from the Committee in terms of Rule 44.5; or
 - 43.7 he/she has been removed from the Committee in terms of Rules 44.4 or 44.5 within the previous five years; or
 - 43.8 he/she has been removed or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or the Charities and Trustee Investment (Scotland) Act 2005; or
 - 43.9 he/she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners for England and Wales or by Her Majesty's High Court of Justice in England on the grounds of any misconduct in the administration of the charity for which he/she were responsible or to which he/she were privy, or which his/her conduct contributed to or facilitated; or
 - 43.10 a disqualification order or disqualification undertaking has been made against that person under the Company Directors' Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company); or
 - 43.11 at an annual general meeting, he/she has served as a Committee Member for a continuous period in excess of nine years and the Committee has not resolved to permit him/her to stand again or otherwise be nominated for re-election.
 - 43.12 A member of your household and/or your spouse or partner (as set out in Rule 40.3) is already a Committee Member.