



## **COMMITTEE MEMBER ROLE DESCRIPTION 2020**

### **1.0 Introduction**

According to Regulatory Standards of Governance and Financial Management Standard 1

***“The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users”.***

This role description has been prepared to set out the responsibilities that are associated with being a Committee Member of the Association. It should be read in conjunction with the Governing Body Code of Conduct, the Rules and Standing Orders and Delegated Authority documents.

- 1.1 The Association 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;
- ✓ all relevant regulatory requirements as set out in Section 3 of the Regulatory Framework;
  - ✓ the Regulatory Standards of Governance and Financial Management;
  - ✓ the relevant standards and outcomes of the Scottish Social Housing Charter;
  - ✓ our statutory obligations in respect of tenant and resident safety, housing and homelessness and equalities and human rights and
  - ✓ relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).
- 1.2 The Association encourages people who are interested in its 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, will seek to recruit people with specific skills and experience to add to or expand the range of skills and experience available to ensure that the Committee is able to fulfil its purpose.
- 1.3 The Association carries out an annual review of existing skills and those that are required to inform our recruitment activities.
- 1.4 This role description applies to all members of the Committee, whether elected or co-opted, new or experienced and will form the basis of the annual review of Committee performance.

## **2.0 Primary Responsibilities**

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

- ✓ lead and direct the Association's work;
- ✓ promote and uphold the Association's values;
- ✓ set and monitor standards for service delivery and performance;
- ✓ control the Association's affairs and ensure compliance;
- ✓ ensure the Association's financial viability;
- ✓ provide effective, objective and constructive challenge to the officers of the Association.

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

## **3.0 Key Expectations**

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

3.2 Each 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 the Association. All members are equally responsible in law for the decisions made.

3.3 Each member must always act only in the best interests of the Association and its service users, 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.

## **4.0 Main Tasks**

The main tasks are:

- ✓ to contribute to formulating and regularly reviewing the Association's values, strategic aims and performance standards;
- ✓ to monitor the Association's performance;
- ✓ to ensure that the Association 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 the Association is adequately resourced to achieve its objectives and meet its obligations;
- ✓ to ensure that the Association is effectively governed.

## **5.0 Duties**

The key duties are:

- ✓ act at all times in the best interests of the Association;
- ✓ accept collective responsibility for decisions, policies and strategies;

- ✓ attend and be well prepared for meetings of the Committee 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 the Association's governance and of the member's individual contribution to the Association's governance;
- ✓ maintain and develop personal knowledge of relevant issues and the wider housing sector;
- ✓ represent the Association 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 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 the Association's policy on managing conflicts of interest.

## 6.0 **Commitment**

An **estimate** of the annual time commitment (in hours) that is expected from Committee members is as follows:

Activity	Time (hours)
Attendance at up to 11 regular meetings of the Management Committee	22
Reading and preparation for Management Committee meetings	44
Attendance at up to 4/6 sub-committee meetings	10
Reading and preparation for sub-committee meetings	10
Attendance at annual planning and review events (including individual review meeting)	
Attendance at openings and site visits	N/A
Attendance at internal briefing and training events	6
External Training and conference attendance	6
<b>Total</b>	<b>100 hrs</b>

## 7.0 **What the Association Offers Committee Members**

- 7.1 All members of the Committee are volunteers and receive no payment for their contribution. The Association has policies which prevent Committee members or their relatives benefiting personally from their involvement with, although they also seek to ensure that Committee members are not unfairly disadvantaged by their involvement with the Association. All out of pocket expenses associated with the role of a Committee member are fully met and promptly reimbursed.

In return for the commitment offered by Committee members, the Association offers:

- ✓ a welcome and introduction when a member first joins the Committee;

- ✓ a mentor from the Committee and a named staff contact for the first six months, with ongoing support;
- ✓ clear guidance, information and advice on Committee members' responsibilities and on the Association's work;
- ✓ formal induction training to assist settling in;
- ✓ lease of essential IT equipment to enable access to Committee papers and documents;
- ✓ papers which are clearly written and presented, and circulated in advance of meetings;
- ✓ the opportunity to put members' experience, skills and knowledge to constructive use;
- ✓ the opportunity to develop members' own knowledge, experience and personal skills;
- ✓ the chance to network with others with shared commitment and ideals.

## 8.0 **Review**

This policy will be subject to review at least every 3 years.

George Tainsh  
Chief Executive

**3<sup>rd</sup> June 2020**

### Policy Review Consultation Process

Considered by the Finance, Audit & Corporate Governance Committee	11th June 2020
<b>APPROVED BY THE MANAGEMENT COMMITTEE</b>	<b>25<sup>th</sup> June 2020</b>
<b>Date of Next Review</b>	<b>April 2023</b>