



Governing Body Board Member's Role Description

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 1¹

1.1 This role description has been prepared to set out the responsibilities that are associated with being a Governing Body Member (GBM) of Trafalgar Housing Association (THA). It should be read in conjunction with THA's Rules and Standing Orders.

1.2 THA 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 THA 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 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, new or experienced. It is subject to periodic review.

2. Primary Responsibilities

2.1 As a member of the Governing Body your primary responsibilities are, with the other members of the Board, to

- Lead and direct Trafalgar's work
- Promote and uphold Trafalgar's values
- Set and monitor standards for service delivery and performance
- Control Trafalgar's affairs and ensure compliance

2.2 Responsibility for the operational implementation of THA's strategies and policies is delegated to the Chief Officer, which is the Director.

3. Key Expectations

3.1 THA has agreed a Code of Conduct for GBM which every member is required to sign on an annual basis.

¹ Scottish Housing Regulator (April 2012) *Regulation of Social Housing in Scotland: Our Framework*

3.2 Each GBM must accept and share collective responsibility for the decisions properly taken by the Board. Each GBM 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. GBMs 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 Trafalgar's governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent THA positively and effectively in the local community 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, benefits and entitlements

- 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 GBMs is

Activity
Attendance at 6 regular meetings of the governing body through the year
Reading and preparation for meetings of the governing body
Attendance at 4 sub-committee meetings through the year
Reading and preparation for sub-committee meetings
Attendance at annual business strategy review day
Attendance at events such as estate tours, tenant / customer conferences and site visits
Participate in annual Board and member appraisal process
External Training and conference attendance (may include overnight stay or weekend)

7. What Trafalgar Offers GBMs

All GBMs are volunteers and receive no payment for their contribution. Trafalgar 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 GBM are fully met and promptly reimbursed.

In return for your commitment, THA 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 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