



INTRODUCTION

Role Description for Management Committee Members of Castlehill Housing Association

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 management committee member (MCM) of Castlehill Housing Association (CHA). It should be read in conjunction with the accompanying person specification [or MC profile] and CHA's Rules and Standing Orders.
- 1.2 CHA 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 CHA encourages people who are interested in the Association's work to consider seeking election as a MCM and is committed to ensuring broad representation from the communities that it serves. MCMs 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 management committee is able to fulfil its purpose. We have developed a profile for the MC which describes the skills, qualities and experience that we consider we need to lead and direct CHA and 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 or appointed, new or experienced. It is subject to periodic review.

¹ Scottish Housing Regulator (February 2020) *Regulation of Social Housing in Scotland: Our Framework* available [here](#)

2. Primary Responsibilities

- 2.1 As a MCM your primary responsibilities are, with the other members of the management committee, to
- Lead and direct CHA's work
 - Promote and uphold CHA's values
 - Set and monitor standards for service delivery and performance
 - Control CHA's affairs and ensure compliance
 - Uphold CHA's Code of Conduct and promote good governance
- 2.2 Responsibility for the operational implementation of CHA's strategies and policies is delegated to the Chief Executive.

3. Key Expectations

- 3.1 CHA has agreed a Code of Conduct for Management Committee Members which every member is required to confirm compliance with on an annual basis and uphold throughout their membership of the management committee.
- 3.2 Each MCM must accept and share collective responsibility for the decisions properly taken by the management committee. Each MCM is expected to contribute actively and constructively to the work of CHA. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of CHA and its customers, and not on behalf of any interest group, constituency or other organisation. MCMs cannot act in a personal capacity to benefit themselves or someone they know.

4. Main Tasks

- To contribute to formulating and regularly reviewing CHA's values, strategic aims, business objectives and performance standards
- To monitor CHA's performance
- To be informed about and ensure CHA's plans take account of the views of tenants and other customers
- To ensure that CHA operates within and be assured that CHA is compliant with the relevant legal requirements and regulatory frameworks
- To ensure that risks are realistically assessed and appropriately monitored and managed
- To ensure that CHA is adequately resourced to achieve its objectives and meet its obligations

- To oversee and ensure CHA's financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants
- To act, along with the other members of the management committee, as the employer of CHA's staff
- To ensure that CHA is open and accountable to tenants, regulators, funders and partners

5. Duties

- Act at all times in the best interests of CHA
- Accept collective responsibility for decisions, policies and strategies
- Attend and be well prepared for meetings of the management committee and sub-committees
- Contribute effectively to discussions and decision making
- Exercise objectivity, care and attention in fulfilling your role
- Take part in ongoing training and other learning opportunities
- Take part in an annual review of the effectiveness of CHA's governance and of your individual contribution to CHA's governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent CHA positively and effectively at all times, including 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 CHA's policy on managing conflicts of interest

6. Commitment

6.1 An estimate of the annual time commitment that is expected from MCMs is:

Activity	Time
Attendance at up to 6 regular meetings of the management committee	12 hours
Reading and preparation for meetings of the management committee	9 hours
Attendance at up to 12 various sub-committee meetings (if applicable)	18 hours
Reading and preparation for sub-committee meetings (if applicable)	12 hours
Attendance at annual strategic planning and review events (including appraisal)	10 hours
Attendance at events such as estate tours, tenant / customer conferences, openings and site visits	7 hours
Attendance at internal briefing and training events	7 hours
External Training and conference attendance	10 hours
Total	85 hours

7. What CHA Offers MCMs

7.1 **All MCMs are volunteers and receive no payment for their contribution.** CHA has adopted an Entitlements, Payments and Benefits Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with CHA. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with CHA. All out of pocket expenses associated with your role as a MCM will be fully met and promptly reimbursed.

7.2 In return for your commitment, CHA offers:

- A welcome and introduction when you first join the management committee
- Clear guidance, information and advice on your responsibilities and on CHA'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

8.1 This role description was approved by the management committee of CHA on 24 May 2021. It will form the basis of the annual review of the effectiveness of your contribution to our governance. It will be reviewed by the management committee not later than three years from adoption.