



## **Role Description for Chairperson**

**June 2023**

Based on SFHA model document (Feb 2021) as amended to suit Pineview Housing Association Ltd.

This policy document can be produced in various formats, for instance, in larger print or audio-format; and it can also be translated into other languages, as appropriate.

Our equality and diversity policy statement describes our key equality commitments that we use to develop all organisational services; this includes employment services and services to tenants and other customers.

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## **1. Introduction**

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Chairperson (Chair) of PHA and to the Chairs of any established PHA's sub-committees. The responsibilities described here are additional to those set out in the Committee of Management members' role description. It should be considered alongside PHA's Rules, Standing Orders, Code of Conduct and Entitlements, Payments and Benefits Policy .
- 1.2 This role description will be used to support the annual review of the Committee of Management's effectiveness. It will be used to appoint the Chair (and sub-committee Chairs) after each AGM. Committee of Management members who wish to be considered for this office will be invited to say how, if elected, they will carry out the duties that are set out here before the election takes place.
- 1.3 In the event that the Chair is unable to fulfil their responsibilities, the Vice Chair will carry out the duties of the Chair.
- 1.4 Where possible, the Chair of HA should not also serve as the Chair of a sub-committee and each sub-committee should elect a different Chair.
- 1.5 An overview of the Role of the Chair is outlined in PHA's Rules.
- 1.6 The Chair will be elected by the Committee of Management each year at the first Committee of Management meeting following the AGM.
- 1.7 Whilst the Chair of PHA can be re-elected, in accordance with PHA's Rules, they cannot serve a continuous term of more than five years. There is no expectation that the Chair must serve the full five year maximum term.

## **2. Key Responsibilities**

- 2.1 The Chair must act, and be seen to act, at all times on behalf of the Committee of Management. The Chair's key responsibilities are:
  - To lead the Committee of Management [or sub-committee] constructively, provide direction and manage meetings effectively
  - To develop and maintain a constructive and positive working relationship between the Chair and Director/Senior Officer and senior staff
  - To uphold PHA's Code of Conduct and promote good governance
  - Ensure decision making complies with Standing Orders and Scheme of Delegation
  - To be a positive and effective ambassador for PHA
  - To ensure that PHA's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required
  - To be accountable for the actions of the Chair

### **3. Leadership and Direction**

#### **3.1 The Chair is expected to:**

- Lead by positive action and example
- Represent PHA positively and effectively
- Set the style and tone of Committee of Management [or sub-committee] meetings to ensure effective and participative decision making
- Promote and uphold the Code of Conduct for PHA's Committee of Management
- Ensure that the necessary arrangements are in place to enable PHA to honour its obligations, achieve its objectives and meet agreed targets
- Demonstrate and support the principles of good governance at all times
- Ensure that the Committee of Management has access to the range of skills, knowledge and experience necessary for the achievement of PHA's aims and objectives and for the fulfilment of the Committee of Management's responsibilities
- Ensure that the Committee of Management has access to the necessary advice, information and support to fulfil its responsibilities and that, where appropriate, external and/or specialist advice is sought
- Provide support to new and experienced Committee of Management members by promoting access to relevant induction, training and development opportunities

### **4. Working with the Director**

#### **4.1 The Chair should:**

- Establish a constructive relationship with the Director and ensure that their respective roles of leading and managing are recognised and promoted effectively. Any Sub-committee Chairs should establish similar relationships with the relevant senior staff member.
- Ensure that the conduct of PHA's business continues effectively between meetings of the Committee of Management and act under delegated or emergency authority when necessary
- In the event of a vacancy, ensure that effective arrangements are implemented for the recruitment and appointment of a Director, in accordance with PHA's agreed recruitment practices
- Carry out, with at least one other Committee of Management member, the Director's appraisal (including setting objectives, overseeing performance and requiring professional development) and report to the Committee of Management.
- Ensure that appropriate arrangements are in place and implemented effectively for the support and remuneration of the Director
- In the event that it is necessary, be responsible for dealing with a grievance or disciplinary action in respect of the Director, in accordance with PHA's agreed procedures

## 5. Promoting Good Governance

5.1 The Chair is required to:

- Promote and demonstrate the highest standards of ethical conduct and integrity
- Build and sustain constructive relationships with other office bearers, members of the Committee of Management and senior staff
- Initiate any investigation under the terms of PHA's Code of Conduct
- Chair all general meetings of PHA in accordance with the Rules
- Chair all Committee of Management meetings of PHA, in accordance with the Rules and Standing Orders
- Ensure that all Committee of Management members have access to appropriate information and have an opportunity to contribute to discussion and consideration of all matters requiring their attention
- Ensure that effective induction and ongoing training and support are provided to all Committee of Management members and that annual performance reviews are conducted in accordance with PHA's policy
- Manage meetings inclusively and effectively to ensure that there is sufficient time for the consideration of all relevant issues; for performance to be monitored effectively and for risk to be assessed realistically
- Ensure that all delegated authorities are monitored and reporting arrangements are implemented effectively

## 6. Conduct of HA's Business

6.1 The Chair is expected to:

- Ensure that PHA's business is efficiently and accountably conducted between Committee of Management meetings
- Sign (or otherwise authorise) payment instructions and documents requiring the Committee of Management or the Chair's authorisation, in accordance with PHA's standing orders
- Take decisions on behalf of the organisation in the event of emergencies that occur outside the regular meeting cycle and report these back to the Committee of Management for ratification
- Ensure that the range of skills, knowledge and experience required to lead PHA effectively is available to the Committee of Management and that the Committee of Management is able to access specialist support when necessary
- Lead the Committee of Management's succession planning and recruitment to ensure good governance and regulatory compliance.

## 7. Monitoring and Review

7.1 This role description was approved by the Committee of Management on **29 June 2023**. It will be reviewed not later than **30 June 2026**.