



Role Description for Committee of Management Member

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 has been prepared to set out the responsibilities that are associated with being a Committee of Management member (governing body member) of Pineview Housing Association (PHA). It should be read in conjunction with any accompanying person specification [or profile] and PHA's Rules and Standing Orders.
- 1.2 PHA 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 PHA encourages people who are interested in the Association's work to consider seeking election as a Committee of Management member and is committed to ensuring broad representation from the communities that it serves. Committee of Management 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 have developed a profile for the Committee of Management which describes the skills, qualities and experience that we consider we need to lead and direct PHA 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 governing body, whether elected or co-opted or appointed, new or experienced. It is subject to periodic review.

2. Primary Responsibilities

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

3. Key Expectations

- 3.1 PHA has agreed a Code of Conduct for Governing Body Members which every member is required to sign on an annual basis and uphold throughout their membership of the governing body.
- 3.2 Each Committee of Management member must accept and share collective responsibility for the decisions properly taken by the governing body. Each Committee of Management

member is expected to contribute actively and constructively to the work of PHA. All members are equally responsible in law for the decisions made.

- 3.3 Each member must always act only in the best interests of PHA and its customers, and not on behalf of any interest group, constituency or other organisation. Committee of Management members cannot act in a personal capacity to benefit themselves or someone they know.

4. Main Tasks

- To contribute to formulating and regularly reviewing PHA's values, strategic aims, business objectives and performance standards
- To monitor PHA's performance
- To be informed about and ensure PHA's plans take account of the views of tenants and other customers
- To ensure that PHA operates within and be assured that PHA 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 PHA is adequately resourced to achieve its objectives and meet its obligations
- To oversee and ensure PHA'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 governing body, as the employer of PHA's staff
- To ensure that PHA is open and accountable to tenants, regulators, funders and partners

5. Duties

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

6. Commitment

- 6.1 An estimate of the annual time commitment that is expected from Committee of Management members is:

Activity	Time
Attendance at up to 8 regular meetings of the governing body	16
Reading and preparation for meetings of the governing body	26
Attendance at up to 0 sub-committee meetings	0
Reading and preparation for sub-committee meetings	0
Attendance at annual planning and review events (including individual review meeting)	10
Attendance at events such as estate tours, tenant / customer conferences, openings and site visits	2
Attendance at internal briefing and training events	6
External Training and conference attendance (may include overnight stay or weekend)	10
Total	70

7. What PHA Offers Committee of Management members

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

7.2 In return for your commitment, PHA offers:

- A welcome and introduction when you first join the governing body;
- A mentor from the governing body and named staff contacts for the first six months, with ongoing support
- Clear guidance, information and advice on your responsibilities and on PHA'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 governing body on **29 June 2023**. 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 not later than **no more than three years from adoption**.