

**Board Member 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 1[[1]](#footnote-1)**

1.1 This role description has been prepared to set out the responsibilities that are associated with being a Board Member of West of Scotland Housing Association (WSHA). It should be read in conjunction with the accompanying person specification and WSHA’s Rules and Standing Orders.

1.2 WSHA 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 WSHA encourages people who are interested in the Association’s work to consider seeking election as a Board Member and is committed to ensuring broad representation from the communities that it serves. Board 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 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 Board, whether elected or co-opted, new or experienced. It is subject to periodic review.

**2. Primary Responsibilities**

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

* Lead and direct WSHA’s work
* Promote and uphold WSHA’s values
* Set and monitor standards for service delivery and performance
* Control WSHA’s affairs and ensure compliance

2.2 Responsibility for the operational implementation of WSHA’s strategies and policies is delegated to the Chief Executive Officer.

**3. Key Expectations**

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

3.2 Each Board Member must accept and share collective responsibility for the decisions properly taken by the Board. Each Board Member is expected to contribute actively and constructively to the work of WSHA. All members are equally responsible in law for the decisions made.

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

**4. Main Tasks**

* To contribute to formulating and regularly reviewing WSHA’s values, strategic aims and performance standards
* To monitor WSHA’s performance
* To ensure that WSHA 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 WSHA is adequately resourced to achieve its objectives and meet its obligations

**5. Duties**

* Act at all times in the best interests of WSHA
* Uphold WSHA values and act as a role model in line with these values
* Accept collective responsibility for decisions, policies and strategies
* Regularly attend and be well prepared for meetings of the Board and sub-committees
* Respond and communicate effectively out with Board meetings as required e.g. 7 Day Rule, availability
* Contribute effectively to discussions and decision making
* Take part in training and other learning opportunities. Ensure completion of all mandatory training
* Take part in an annual review of the effectiveness of WSHA’s governance and of your individual contribution to WSHA’s governance
* Maintain and develop your personal knowledge of relevant issues and the wider housing sector
* Represent WSHA 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 Board and between the Board and staff
* Be aware of and comply with our policy on the restrictions on entitlements, payments and benefits
* Register any relevant interests as soon as they arise and comply with WSHA’s policy on managing conflicts of interest

**6. Commitment**

An estimate of the annual commitment that is expected from Board Members is

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| Activity |
| Attendance at up to 10 regular meetings of the Board – attendance can be online if this enables attendance |
| Reading and preparation for meetings of the governing body |
| Attendance at up to 4 sub-committee meetings (if on a sub committee) – attendance can be online if this enables attendance  |
| Reading and preparation for sub-committee meetings (if on a sub committee)  |
| Attendance at 1 annual planning event  |
| Attendance at Annual individual review meeting (this meeting can be done online or in person) |
| Attendance at Annual Staff and Board Conference  |
| Attendance at internal briefing and training events as required  |
| Attendance at events such as estate tours, tenant / customer conferences, openings and site visits (Optional)  |
| External Training and conference attendance (Optional)  |

**7. What WSHA Offers Board Members**

All Board Members are volunteers and receive no payment for their contribution. WSHA has policies which prevent you or someone close to you from benefiting personally from your involvement with WSHA, although these policies also seek to ensure that you are not unfairly disadvantaged by your involvement with WSHA. All out of pocket expenses associated with your role as a Board Members are fully met and promptly reimbursed in line with our Board Expenses Policy

In return for your commitment, WSHA offers:

* A welcome and introduction when you first join the governing body;
* A mentor from the Board and a named staff contact for the first six months, with ongoing support
* Clear guidance, information and advice on your responsibilities and on WSHA’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**

This role description was approved by the Board on March 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 Board not later than March 2024.

1. Scottish Housing Regulator (February 2019) *Regulation of Social Housing in Scotland: Our Framework* available [here](https://www.scottishhousingregulator.gov.uk/sites/default/files/publications/Our%20Regulatory%20Framework.pdf) [↑](#footnote-ref-1)