



Role Description for Chair of Spire View Housing Association

1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Chair of Spire View Housing Association and to the Chairs of SVHA's sub-committees. The responsibilities described here are additional to those set out in the Management Committee Members' role description. It should be considered alongside SVHA's Rules and 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 Management Committee's effectiveness. It will be used to appoint the Chair and sub-committee Chairs after each AGM. Management Committee 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 As set out in the Standing Orders, the Chair of SVHA may not also serve as the Chair of a sub-committee and each sub-committee must elect a different Chair.
- 1.5 An overview of the Role of the Chair is outlined in Rule 59.6 of SVHA's Rules.
- 1.6 The Chair will be elected by the Management Committee each year at the first Management Committee meeting following the AGM. Whilst the Chair of SVHA can be re-elected, in accordance with Rule 59.11 of SVHA'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 Management Committee. The Chair's key responsibilities are:
 - To lead the Management Committee or sub-committee constructively, provide direction and manage meetings effectively
 - To develop and maintain a constructive and positive working relationship with the Chair and Director and senior staff
 - To uphold SVHA's Code of Conduct and promote good governance
 - To ensure that SVHA's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required

- Ensure decision making complies with Standing Orders and Scheme of Delegation
- To be a positive and effective ambassador for XXHA
- To ensure that SVHA'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:

- Represent SVHA positively and effectively
- Lead by positive action and example
- Set the style and tone of Management Committee or sub-committee meetings to ensure effective and participative decision making
- Promote and uphold the Code of Conduct for SVHA's Governing Body
- Ensure that the necessary arrangements are in place to enable SVHA 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 Management Committee has access to the range of skills, knowledge and experience necessary for the achievement of SVHA's aims and objectives and for the fulfilment of the Management Committee's responsibilities
- Ensure that the Management Committee 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 Management Committee 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. Sub-committee Chairs should establish similar relationships with the relevant senior staff member.
- Ensure that the conduct of SVHA's business continues effectively between meetings of the Management Committee 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 SVHA's agreed recruitment practices
- Carry out, with at least one other Committee Member, the Director's annual appraisal (including setting objectives, overseeing performance and requiring professional development) and report to the governing body.
- 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 SVHA'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 governing body and senior staff
- Initiate any investigation under the terms of SVHA's Code of Conduct
- Chair all general meetings of SVHA in accordance with the Rules
- Chair all Management Committee meetings of SVHA, in accordance with the Rules and Standing Orders
- Ensure that all Management Committee members have access to appropriate information and have an opportunity to contribute to discussion and consideration of all matters requiring their attention
- Manage meetings 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
- 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 SVHA's Business

6.1 The Chair is expected to:

- Ensure that SVHA's business is efficiently and accountably conducted between Management Committee meetings

- Sign (or otherwise authorise) payment instructions and documents requiring the governing body or the Chair's authorisation, in accordance with **XXHA'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 Management Committee for ratification
- Ensure that the range of skills, knowledge and experience required to lead XXHA effectively is available to the governing body and that the governing body is able to access specialist support when necessary
- Lead the governing body'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 Management Committee on **26th October 2021**. It will be reviewed not later than **31st October 2024**.