

Role Description for Management Committee Members of
Spire View 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 of Spire View Housing Association (SVHA). It should be read in conjunction with the accompanying person specification and SVHA’s Rules and Standing Orders.
- 1.2 SVHA 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 SVHA encourages people who are interested in the Association’s work to consider seeking election as a Management Committee Member and is committed to ensuring broad representation from the communities that it serves. Management Committee 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 Management Committee, whether elected or co-opted, new or experienced. It is subject to periodic review.

2. Primary Responsibilities

- 2.1 As a Management Committee Member, your primary responsibilities are, with the other members of the Management Committee, to
 - Lead and direct Spire View Housing Association’s work
 - Promote and uphold Spire View Housing Association’s values
 - Set and monitor standards for service delivery and performance
 - Control Spire View Housing Association’s affairs and ensure compliance
 - Uphold SVHA’s Code of Conduct and promote good governance

¹ Scottish Housing Regulator (April 2012) *Regulation of Social Housing in Scotland: Our Framework*

- 2.2 Responsibility for the operational implementation of Spire View Housing Association's strategies and policies is delegated to the Director.

3. Key Expectations

- 3.1 SVHA 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 Management Committee Member must accept and share collective responsibility for the decisions properly taken by the Management Committee. Each Management Committee Member is expected to contribute actively and constructively to the work of SVHA. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of SVHA and its customers, and not on behalf of any interest group, constituency or other organisation. Management Committee Members cannot act in a personal capacity to benefit themselves or someone they know.

4. Main Tasks

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

5. Duties

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

6. Commitment

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

Activity	Time
Attendance at up to 10 regular meetings of the Governing Body	2.5 days
Reading and preparation for meetings of the governing body	2.5 days
Attendance at sub-committee meetings	N/A
Reading and preparation for sub-committee meetings	N/A

Attendance at annual planning and review events (including individual review meeting)	2 days
Attendance at events such as estate tours, tenant / customer conferences, openings and site visits	2 days
Attendance at internal briefing and training events	1.5 days
External Training and conference attendance (may include overnight stay or weekend)	4 days
Total	14.5 days

7. What SVHA Offers Management Committee Members

7.1 Spire View Housing Association has adopted an Entitlements, Payments and Benefits Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with SVHA., This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with SVHA. All out of pocket expenses associated with your role as a Committee Member will be fully met and promptly reimbursed.

7.2 In return for your commitment, SVHA offers:

- A welcome and introduction when you first join the Management Committee;
- A mentor from the governing body and a named staff contact for the first six months, with ongoing support
- Clear guidance, information and advice on your responsibilities and on SVHA'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 on **25th October 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 **31st October 2024**.