

JOB DESCRIPTION

Job Title: Board Member

Role Holder:

Department: Corporate Services

Reports to: The Chair

Location:

Date: 9th July 2007

1 PURPOSE OF YOUR ROLE

To contribute actively to the role of Board Member supporting the Chair in giving firm strategic direction in ensuring that the organisation complies with its governing documents, regulatory requirements, charitable law, company law and any other relevant legislation.

To assist the Chair in ensuring that the organisation pursues its objects as defined in its governing documents and safeguards the reputation and values of the organisation.

2 DIMENSIONS

Budget

- Assists the Chair in giving overall strategic direction in monitoring and approving the annual budget for the company of budget.

Statistics:

- Assist the Chair in monitoring the organisations Key Performance Indicators and challenge as necessary.
- Board members are expected to work an average of 30 hours a month for the Company – this includes reading of reports and attending meetings – with an expectation that they attend a minimum of 80% of Board/Committee meetings
- Board members may be asked to represent the company at social functions and open days

3 PRINCIPAL ACCOUNTABILITIES

- Assist in monitoring financial planning and financial reports
- Assists in formulating the organisations Corporate and Business Plan taking guidance from the senior management team. Commits to high standards of governance, propriety, regularity and control and represents the views of the organisation to the general public.
- Follows the Code of Practice for Board members. The Code of Conduct shall commit Board members to the seven Nolan principles of public life, and shall include a requirement for a comprehensive register of Board Members' interests.

- Board members will be expected to agree and sign the 'Roles and Responsibilities of Board Members' – please see attached.

4 KNOWLEDGE AND EXPERIENCE

Board members will use any specific skills, knowledge or experience they have to help the Board reach sound decisions.

Board members must have:

- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Tact and diplomacy
- knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and charities

Board members must be able to:

- Focus on strategic issues
- Focus on key issues
- Have the confidence to take part in discussions and challenge officers
- Scrutinise and challenge board reports
- Interpersonal skills
- Willingness to devote the necessary time and effort
- Show impartiality, fairness and the ability to respect confidences
- Ability to read and understand implications contained within written reports

7 ADDITIONAL INFORMATION & JOB CONTEXT

- Communicate regularly with the Chair and other members of the Board
- Assists to drive the organisation to meet residents' needs now and in future in an increasing complex and challenging environment
- Ensuring the highest standards of honesty (probity), risk management and focus on public services are maintained and improved
- Protecting and maximising the assets of the organisation and making informed decisions in the best interests of residents and long term benefit
- Represents the overall views of tenants and leaseholders
- Help shape and improve services for customers
- Give guidance to others
- Be supportive of the work of social housing organisations
- Committed to equality and diversity for employees and customers
- Committed to the success of the organisation and those objectives and key responsibilities detailed in Board members roles and responsibilities (attached) prepared to undergo a continual programme of training as required by the Housing Corporation
- Willing to undergo an annual appraisal process

8 PERSON SPECIFICATION FOR INDEPENDENT BOARD MEMBER

Qualifications

No formal qualifications are necessary to be a Board Member, unless you are applying on the basis of offering a specialised area of professional competence or knowledge, in which case a graduate, post-graduate of relevant professional qualification is required.

Experience

The following categories are examples of some of the relevant areas – we are interested in the experience that *you* think you could bring to the Housing Company. We are particularly looking for a Board Member with experience in a business, customer service or financial field.

- Organisational management
- Strategic management
- Local or national government experience
- Involvement in voluntary organisations
- Housing management, policy or maintenance
- Business planning or business acumen
- Financial business experience
- Legal business experience
- Economic regeneration/community development/resident participation
- Human resources/personnel management
- Public relations/press
- Equalities

Skills

Full training will be given to all Board Members but you should have skills and experience of/in the following:

- To develop and effectively contribute to the delivery of strategic objectives and performance targets
- To understand capital funding issues and contribute to financial management and risk management
- To contribute to decision making by taking part in reasoned discussion

- Performance management
- Knowledge of the national/regional policy agenda
- To work well within a team, respecting the views of others and the decisions of the Board.
- Equality and Diversity

Commitment

Commitment is one of the most important aspects of being a Board Member. As an Independent Board Member, you are expected to be:

- Supportive of the work of social housing organisations and of local authority stock transfer
- Committed to equality of opportunity and equalities principles
- Willing and able to prepare for and attend at least two meetings a month as well as occasional weekend events
- Willing and able to attend events periodically, to meet tenants and visit estates
- Committed to the success of the organisation and those objectives and key responsibilities detailed in Board Member Responsibilities (Document 3)
- Prepared to undergo a programme of training as required by the Housing Corporation.



