

JOB DESCRIPTION

Job Title: Tenant Board Member

Reports to: The Chair of the Board

Department: Corporate Services

Date: 9th July 2007

1 PURPOSE OF YOUR ROLE

As a Board member you will support the Chair in giving firm, planned direction in making sure Shoreline meets the terms of its governing documents, regulatory requirements, charitable law, company law and any other relevant legislation.

You will help the Chair make sure Shoreline pursues its objects as set out in its governing documents and safeguard the reputation and values of the organisation.

2 DIMENSIONS

Budget

You will:

- help the Chair give overall planned direction in monitoring and approving the annual budget for the company.

Statistics:

You will:

- help the Chair monitor Shoreline's Key Performance Indicators and challenge as necessary.
- be expected to work an average of 30 hours a month for the Company – this includes reading reports and attending meetings – with an expectation that you will attend a minimum of 80% of Board/Committee meetings
- be asked to represent Shoreline at social functions and open days

3 PRINCIPAL ACCOUNTABILITIES

You will:

- help monitor financial planning and financial reports
- help formulate Shoreline's Corporate and Business Plan taking guidance from the senior management team. Commit to high standards of governance, decency, reliability and control and represent the views of Shoreline to the general public.
- Follow the Code of Practice for Board members. The Code of Conduct commits you to the seven Nolan principles of public life, and includes a requirement for a comprehensive register of Board Members' interests.

- Board members are expected to agree and sign the 'Roles and Responsibilities of Board Members'

4 KNOWLEDGE AND EXPERIENCE

Board members use their specific skills, knowledge or experience to help the Board reach sound decisions.

Board members must have:

- strategic vision
- good, independent judgement
- the ability to think creatively
- the ability to work effectively as a member of a team
- tact and diplomacy
- knowledge of the type of work undertaken by Shoreline and a wider involvement with the voluntary sector and charities
- Nolan's seven principles of public life:

Selflessness: Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or friends.

Integrity: Holders of public office should not put themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity: In carrying out public business, including making policy appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should be as open as possible about all decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty: Holders of public office have a duty to declare private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public office should promote and support these principles by leadership and example.

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
- examine and challenge board reports
- Interpersonal skills
- be willing to devote the necessary time and effort
- be un-bias, fair and have the ability to respect confidences
- read and understand implications contained within written reports

5 ADDITIONAL INFORMATION and JOB CONTEXT

As a Board member you will:

- communicate regularly with the Chair and other members of the Board
- help drive the organisation to meet residents' needs now and in the future in an increasing complex and challenging environment
- make sure the highest standards of honesty, risk management and focus on public services are maintained and improved
- Protect and maximise Shoreline's assets and make informed decisions in the best interests of residents and for the long term benefit
- represent 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
- be committed to equality and diversity for employees and customers
- Commit to the success of Shoreline and those objectives and the key responsibilities detailed in Board members roles and responsibilities (attached)
- Be prepared to undergo a continual programme of training as required by the Housing Corporation
- be willing to undergo an annual review.

