



Role Description for Committee Members

Approved by Committee of Management on 11th September 2019

Salary and Employment

Committee members are collectively responsible for setting the strategic direction of the organisation and ensuring its long-term success. They must ensure, working alongside Senior Management, that the organisation achieves its aims and objectives efficiently, effectively and in accordance with legal and regulatory requirements.

This is a voluntary role and as such will be offered on an unpaid basis.

All reasonable expenses will be paid.

Job Description

- **Time Commitment**

You should be able to allocate sufficient time to perform your responsibilities effectively. It is anticipated that this will require 10 evening meetings per year (disregarding the induction programme) and attendance at the Annual General Meeting (usually held in September each year).

Committee members will be expected to attend & contribute to a minimum of 6 evening meetings per year, plus participation in additional sub committees as required. The Committee members also meet for a day each year to consider strategy.

- **Responsibilities**

Committee members are expected to participate fully in ensuring that Committee exercises effective leadership of, and control over, the organisation as well as monitoring its executive management. In particular you will be expected, as a Committee member, to bring to the Committee independence and objectivity of judgement on matters relating to:

- strategy – constructively challenging and contributing to the development of the strategy of the organisation
- performance – scrutinising the performance of management in meeting objectives, and monitoring the reporting of performance
- risk – being satisfied that financial information is accurate and that financial controls and systems of risk management are robust and defensible
- people – taking a role in the appointment and removal (where necessary) of senior management, and in succession planning.

A copy of our Membership Rules, Governance Policy, Financial Regulations, Health and Safety Policy along with other key documents and policies will be provided to all Committee members upon joining. Committee members will be expected to assist in such compliance and personally to act in accordance with any requirements, guidance or recommendations of that Code, or any other applicable code of practice.

Committee will be required to accept responsibility publicly and, where necessary, in writing when required to do so.

Sub Committees

The Committee has an established sub Committee: the Staffing Sub

Committee. In addition, the main Committee may delegate to sub Committees, authority within certain limits to deal with specific matters such as finance transactions and corporate transactions.

As a Committee member you may be appointed by the Committee to be a member of at least one of the committees.

Key Responsibilities

- Act as a member of the Committee of Management
- To work within the strategic framework set by the WGHC Committee of Management
- To agree a business plan and budget for the Co-op and monitor progress throughout the year.
- Carry out statutory duties which include approving the Annual report & Accounts, the Co-op's Annual Assurance Statement, the Annual Report on the Charter, the ARC Statistical Submission, the Five Year Financial Projections, the Loan Portfolio, the Annual Return on the Energy Efficiency Standard for Social Housing.
- Ensure that effective systems are in place for the management and control of the Co-op's performance.
- Ensure that tenants needs and the safeguarding of their interests are a priority for the business.
- Hold the CEO and any other Senior Management Staff to account
- Comply with the legal obligations and values and objectives of the Co-op

Personal Specification

As a fully mutual housing co-operative we welcome applications from a wide and diverse range of tenants and individuals to complement the existing range of expertise on the Committee.

We are looking for people who:

- Are willing to work as part of a team, with respect and tolerance for others
- are willing to commit the time necessary to prepare for and attend board and committee meetings, AGMs, training sessions and away days.
- can act in the best interests of WGHC and its tenants and not in the interests of any individual or constituency.
- have the ability to communicate effectively with a wide range of people.
- have the ability to interpret varied information from different sources;
- have the ability to develop effective working relationships with fellow Committee members and Senior Staff.
- have any experience of sitting on a Committee

We would particularly welcome interest from anyone who is commercially and financially astute, with experience of the overview of budgets OR any experience or knowledge in the following areas:

- Housing;
- Asset Management;
- Sustainability;
- Politics or Local Government;
- Health & Social Care;
- Infrastructure & Placemaking;

- Change Management;
- Organisational Development;

Eligibility to become a Committee Member

In accordance with Rule 39 of the West Granton Housing Co-operative registered rules:

A person will **not** be eligible to be a Committee Member and cannot be appointed or elected as such if:-

- he/she has been adjudged bankrupt, has granted a trust deed for or entered into an arrangement with creditors or his/her estate has been sequestrated and has not been discharged; or
- he/she has been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974; or
- he/she is a party to any legal proceedings in any Court of Law by or against the Association;
- he/she is or will be unable to attend the Committee Meetings for a period of 12 months;
- he/she has been removed from the Committee of another registered social landlord within the previous five years; or
- he/she has resigned from the Committee in the previous five years in circumstances where the resignation was submitted after the date of his/her receipt of notice of a special committee meeting convened to consider a resolution for his/her removal from the Committee in terms of Rule 40.5;
- he/she has been removed from the Committee in terms of Rules 40.4 or 40.5 within the previous five years; or
- he/she has been removed or suspended from a position of management under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990; or
- a disqualification order or disqualification undertaking has been made against that person under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002

(which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company); or