

What is WGHC's Committee of Management?



The Committee of Management is made up of a maximum of 15 members of West Granton Housing Co-operative.

A chairperson, Vice Chair and 2nd Vice Chair are elected by members at the Annual General Meeting.

The Committee of Management is responsible for ensuring WGHC operates on a proper financial and legal footing, i.e. Governance. In essence, the Committee are the 'Board of Directors' for the business.

It has ultimate control over all aspects of the organisations work and is accountable to all the members of the organisation.

The Co-operative employs staff who deal with all the administration and day to day running of WGHC, which means that the Committee is not involved in dealing with individual tenants.

What is expected of members?

Committee of Management members receive clear guidelines from a Policy & Procedures Documents Pack which sets out how WGHC operates. They must adhere to a Governing Body Code of Conduct and declare any conflicts of interest relating to matters arising.

The Committee meets, approx. 10 or 11 times in a year. Meetings are usually held once a month, beginning at 6.15pm and lasting about an hour.



An agenda, minutes from the previous meeting and reports are sent out to Committee members before the meeting. Members are then able to contribute to discussions and decision making during the meetings.

The Committee of Management may also decide to form subcommittees. It may also decide to establish ad hoc subcommittees to perform specific tasks within a specific time; for example to review a particular policy or procedure.

What do I get in return for being a Committee Member?

- ⇒ The opportunity to gain new skills and knowledge through attending training courses, and representing WGHC at conferences;
- ⇒ The opportunity to have a personal input into the decision making of the co-operative;
- ⇒ The opportunity to influence change within the community;
- ⇒ Childcare expenses and expenses for attending conferences or training sessions;
- ⇒ The chance to make new friends and contacts in the community.

**See overleaf
for how to join**



**West
Granton**

Housing Co-op

Our tenants are paramount in everything we do

How to apply to join the Committee of Management

Co-opted committee membership

Any member who is interested can apply to be co-opted onto the Committee. Being co-opted means that no election takes place but that your application to join is approved by the existing members of the Committee. You will be invited to attend a Committee Meeting and you will be asked to confirm that you wish to take on the responsibility of being a committee member.

Full committee membership

Every year an Annual General Meeting is held. A pack is sent to all members inviting them to attend. At this time any member can apply to stand for the Committee of Management by filling in a nomination form and being seconded by another member. If more members stand than there are vacant places then an election is held at the end of the AGM. Those members with the most votes are duly elected.

For more information contact staff in the WGHC office

Equal opportunities

WGHC will behave in accordance with principal legislation as set out in the Equality Act 2010. We will seek to promote equality of opportunity for all aim to eliminate discrimination in all areas of our work. We will not discriminate or harass any tenant or applicant on the grounds of:

Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation i.e. the 9 protected characteristics identified within the Equality Act.

I hope this information booklet has answered some of the questions you may have. If there is anything else you want to know please phone, write, or come in to see us during office opening hours.

WEST GRANTON HOUSING CO-OPERATIVE LTD

Our office is located at:
26 Granton Mill Crescent
Edinburgh
EH4 4UT

Tel: 0131 551 5035
Email: mail@westgrantonhc.co.uk

The office is open at the following times:
Monday - Friday 09.00 to 13.00 and 14.00 to 16.15

Please note we are closed between 1pm and 2pm daily for lunch



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Becoming a member of the Committee of Management

