

NORTH VIEW Housing Association

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North View is a registered Scottish charity – charity registration number SC032963

POLICY

COMMITTEE MEMBER'S ROLE

Passed:-	19 th March 2021	Review Date:-	February 2026
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All North View policies and publications can be made available on CD/data-to-voice, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us on enquiries@nvha.org.uk

1.0 Introduction

- 1.1 The purpose of this document is to lay out what is involved in being a Committee Member of North View Housing Association.
- 1.2 We set the role in context by relating the job description to our ambitions and purpose, and then cover what is required of Committee Members as a collective, and as individuals.

2.0 Purpose of North View HA

- 2.1 Our mission statement is:-
“Making Windlaw a good place to live, and building a better future for you and your family.”
- 2.2 We place our tenants and service users at the heart of what we do.

Our role as a service provider will continue to evolve to meet the changing needs of our tenants and service users. Over the next few years, we foresee our core role continuing to be the provision of housing management and maintenance services, augmented by modestly scaled wider role activities.

- 2.3 We aim to deliver on our mission statement. The intent of the Statement is central to the work of the Committee and staff and integral to our approach to service delivery.

We hope to convey that ethos through this Job Description.

3.0 Working as part of the Committee

- 3.1 The Management Committee is ultimately responsible for the work and well-being of the Association. The Committee sets the strategic direction for the Association, and then delegates operational duties to the Senior Staff Team. It is then incumbent on that Team to discharge those duties in accordance with the strategic direction, and in compliance with the law.

NORTH VIEW HOUSING ASSOCIATION

29A Stravanan Road, Castlemilk, GLASGOW G45 9LY

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3.2 As part of the Committee, your main duties are to:-

1. Set the strategic direction of the Association, and affect a process to measure and evaluate progress against the strategic direction.
2. Ensure that the housing association operates within the law, its Rules and policies, and that we meet the standards laid down by the Scottish Housing Regulator, the Office of the Scottish Charities Regulator, and other regulatory bodies.
3. Ensure adequate control of the organisation's activities.
4. Ensure that the collective opinion of residents is considered in the decision making process.
5. Provide collective leadership.
6. Work with the Senior Staff Team to set appropriate Objectives and Targets, and affect processes to evaluate progress against those Objectives and Targets.
7. Ensure that the Association encourages participation from, and consultation with tenants, residents, and other service users.
8. Review and agree policies.
9. Safeguard the assets of the Association through setting budgets, budgetary control, establishing sustainable long term maintenance and financial plans, implementation of risk management procedures, and establishing and overseeing the discharge of effective asset management processes.
10. Ensure that the housing association reviews its performance across all areas on a regular basis.
11. Understand the role of the Management Committee as an employer of staff, and to clearly delegate appropriate authority to the Senior Staff Team to act.
12. Work to ensure that the Management Committee maintains a balance of skills, experience and diversity within its membership; regularly reviewing recruitment and training practices.
13. Ensure that returns are submitted timeously.
14. Have confidence in the accuracy of the Association's 'Assurance Statement'.

4.0 As an individual Committee Member

4.1 On a personal level, as an individual Committee Member, you are required to:-

1. Conduct yourself in a manner befitting of your position, and not act to bring the Association into disrepute.
2. Sign up to Association's 'Code of Conduct for Management Committee Members', and abide by the conditions set out therein.
3. Positively represent the Association, promoting the Association's policies, objectives and name.
4. Treat all information gained by virtue of being a governing body member in

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strictest confidence while promoting an ethos of openness and accountability.

5. Abide by and promote the Association's commitment to equality.
6. Regularly attend Management Committee (and other meetings), participating in discussions and decision-making and abiding by the decisions made. You are also required to give adequate notice and apologies when unable to attend meetings.
7. Read all reports and committee papers in advance of meetings, and raise questions about any areas which you disagree with, or require clarification or further information about.
8. Consider all options presented by staff in reports and papers and make clear decisions or request deferment of decisions until sufficient information is available or clarification received.
9. Attend training events or conferences organised or agreed by the Association, and to otherwise keep abreast of general policy developments related to the Association's work.

End of Policy

Reviews and amendments

26/6/15 - Policy established
19/3/21 - Policy Reviewed

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