

ROLE DESCRIPTION

ROLE TITLE: BOARD/COMMITTEE MEMBER

RESPONSIBLE TO: CHAIR OF THE BOARD

ROLE PURPOSE: The purpose of Board/Committee Members is to determine, with the other Board/Committee members, the strategic direction for Estuary Housing Association and to ensure proper performance of the association's duties. The Board should reflect the diversity of the communities that the Association works with, and also bring a wide range of expertise and skills to assist the overall performance, planning and delivery of longer term goals.

KEY RESPONSIBILITIES

1. To act as an accountable member of the Association's Board of Management.
2. To ensure that an effective contribution is made to the Board.
3. To ensure the effective management and promotion of the organisation

MAIN DUTIES

1. Responsibility (together with fellow Board/Committee members) for setting the Association's strategies, policies, direction and for monitoring its progress.
2. Provision of support and advice when necessary for the Chief Executive and other staff.
3. Maintain confidentiality of Board papers and discussions unless authorised by the Board.
4. Ensure that decisions taken by the Board are in the Association's best interests and that its legal and ethical responsibilities are met.
5. Ensure that the decision making process of the Board and Committees is transparent and, in accordance with good practice, limit the seeking of guidance to contact with the Executive Team.
6. Seek clarification on Board papers from the author as required (preferably prior to meetings).
7. Prepare adequately for meetings by reading and assessing all relevant papers and reports.
8. Pay particular attention to strategic and creative thinking when formulating policy.
9. Regularly attend Board meetings and practice in discussions and decision making.
10. Ask for training and development where needed and attend training events (having made suitable preparations).

11. To ensure that the Association is a good employer.
12. To promote the accountability of the Association through openness and contact with communities, representative bodies and strategic authorities.
13. To represent the Association on occasions (as required).

PERSON SPECIFICATION

COMPETENCIES

A. Personal Qualities

Understands, and is committed to:

- Estuary HA's culture ethos and values
- Estuary HA's objectives
- Values of social housing and supported housing
- Estuary HA's equality and diversity objectives
- Estuary HA's commitment to customer service

B. Applying specialist knowledge

- Able to apply specialist knowledge and experience in a range of contexts
- Able to explain concepts and issues relating to specialist knowledge and experience to others

C. Self management

- Prepares for meetings and clarifies points before the meeting as necessary
- Attends meetings and is punctual
- Governs - does not manage (avoids acting operationally)
- Uses power appropriately
- Shows enthusiasm and commitment to the board's work
- Respects confidences
- Shows respect to other Board members by communicating in a way that is inclusive and allows others to contribute

D. Personal development

- Is open to learning and keen to use new learning
- Is in touch and up-to-date with relevant issues

E. Leading and motivating

- Demonstrates commitment to the Group's aims and values of social housing and support
- Sets and maintains standards
- Expresses a view about appropriate behaviours
- Develops and maintains relationships with people (e.g. senior management team members and staff)

F. Directing strategy

- Takes a broad overview and sees the long-term implications
- Offers creative ideas or perspectives

- Spots opportunities or possibilities
- Contributes to planning, controlling and monitoring
- Contributes to setting and prioritising objectives
- Ensures diversity and equality issues are considered
- Advises on how to properly manage risks

G. Networking

- Attends events in addition to board meetings
- Acts responsibly and appropriately
- Makes contact with people in the organisation, through appropriate channels
- Makes contact with people outside the organisation, through appropriate channels
- Demonstrates loyalty to the organisation
- Creates or maintains a good image of the organisation

H. Analysing and scrutinising

- Analyses data to determine key issues
- Spots omissions (e.g., from the presented information)
- Examines various facets of a problem or issue
- Explores the implications of a proposal or action
- Takes an original perspective
- Offers appropriate and relevant comparisons or parallels
- Keeps to the appropriate level of detail
- Considers social and commercial aspects
- Weighs up the pros and cons

I. Team-working

- Supports the board's aims and goals
- Respects the roles of others - inside and outside the board
- Chairs meetings effectively (where appropriate) and respects the feelings of others
- Challenges freely and constructively
- Compromises when appropriate and sticks to the board's decision
- Does not let personal relationships interfere with fulfilling the board's purpose

J. Group decision-making

- Influences others through persuasive discussion
- Sticks to the point - does not dominate or waste discussion time
- Listens - allows others to contribute and sees the others' views
- Contributes at an appropriate time
- Ensures equality dimension is considered
- Puts time and effort into reaching a decision
- Can confront and challenge without appearing aggressive and can express opinions that contradict those of others (e.g. the chair)

The Association reserves the right to amend the role description and person specification as necessary after consultation with the postholder, to reflect changes in or to the role requirements.