

KINGSRIDGE CLEDDANS HOUSING ASSOCIATION

THE ROLE AND RESPONSIBILITY

OF MANAGEMENT COMMITTEE MEMBERS

1. INTRODUCTION

The Regulatory Standards of Governance and Financial Management document was introduced by the Scottish Housing Regulator in April 2012. It includes 6 standards and accompanying guidance that RSL's should seek to comply with in order to demonstrate effective governance.

The requirements of the Regulatory Standards will be used as a template to define the role and responsibility of Committee Members and summarise their responsibilities within the context of an outline job description.

The Regulator has stated that it will be for individual RSL's to decide how the standards apply, taking account of local context, individual circumstances and the size, scale, structure and complexity of the organisation.

2. GENERAL REMIT AND DUTIES

Management committee members have a collective responsibility to:

- Lead and direct the business of the Association
- Promote and uphold our values
- Set and monitor service delivery and performance management targets
- Control our affairs and ensure compliance with Regulatory standards
- Review and agree policies and procedures to achieve organisational objectives
- Approve Annual Budgets exercising effective control over the Association's financial performance
- Understand the roles of the Management Committee as an employer of staff, delegate appropriate authority to them while receiving regular and concise reports on targets, variance and trends and recognise the need for ongoing monitoring and review.
- Commit to and uphold the principles of the Association's Code of Governance
- Accept and share collective responsibility for decisions properly taken by the committee
- Act in the best interests of the Association and its customers and not on behalf of any interest group, constituency or other organisation

- Treat colleagues with respect and foster good working relationships within the committee and between committee and staff

3. INDIVIDUAL PARTICIPATION

- Attend Management Committee meetings regularly, participate in discussions and decision making and abide by decisions made. Give advance notice and apologies when unable to attend
- Read all reports and committee papers in advance of the meeting and raise questions about any issues that require clarification or further information
- Consider all options presented by staff in reports and make clear decisions based on information provided or request postponement of decisions if you feel further information or clarification is required
- Attend conferences or seminars which are relevant to the Associations business
- Take part in training and other learning opportunities to improve knowledge, skills and attitude
- Represent the Association positively as required and promote our policies, objectives and good reputation. Act at all times in the best interest of the Association
- Respect and maintain confidentiality of information
- Be aware of and comply with our policy on payments and benefits
- Register any relevant interests as soon as they arise and declare any conflict of interest which may apply at the start of any management committee meeting

4. COMMITMENT

The following table outlines the estimated annual time commitment that is expected from committee members.

ACTIVITY	TIME
Attendance at up to 11 meetings of the Management Committee	22 Hours
Reading and preparation for Management Committee meetings	11 Hours
External training or conferences (may include overnight/weekend stay)	15 Hours
Attendance at review events	7 Hours
Total	55 Hours

5. SUMMARY

These duties are not considered exhaustive and common sense and discretion should be applied to cover situations not specifically covered in this document. If you are unsure about anything please raise the matter with office bearers or the Director.

The role description document will be reviewed every 3years or sooner if required due to changes in legislation or best practice.

The role description should be used as an indicator to help form a view about the effectiveness of your contribution to effective governance.