



Bridgewater Housing Association Policy

Policy name	Board Member Role Description
Policy category	Corporate (GOVERNANCE)
Policy number	CS55
Date adopted	October 2022
Last review	October 2022
This review	September 2023
Next review	September 2024
Equalities impact assessment required	No
Links to other documents	<ol style="list-style-type: none"> 1. Standing Orders 2. Scheme of Delegation 3. Code of Conduct 4. Rules of the Association 5. Entitlements, Payments and Benefits Policy.
Consultation	No

1. Introduction

- 1.1 This role description has been prepared to set out the responsibilities that are associated with being a governing body member (GBM) of Bridgewater Housing Association. It should be read in conjunction with the Rules of the Association.
- 1.2 Bridgewater Housing Association is a Registered Social Landlord and a Scottish Charity. The role description reflects the principles of good governance and takes account of (and is compliant with) the expectations of the Regulatory Standards of Governance and Financial Management for Scottish RSLs and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).
- 1.3 Bridgewater encourages people who are interested in the Association's work to consider seeking election as a GBM and is committed to ensuring broad representation from the communities that it serves. GBMs do not require 'qualifications' but, from time to time, we will seek to recruit people with specific skills and experience to add to or expand the existing range of skills and experience available to ensure that the governing body is able to fulfil its purpose. We have developed a profile for the GBM that describes the skills, qualities and experience that we consider we need to lead and direct Bridgewater Housing Association and carry out an annual review of the skills that we have and those that we need to inform our recruitment activities.
- 1.4 This role description applies to all members of the governing body, whether elected or co-opted, appointed, new or experienced. It is subject to periodic review.

2. SHR Standards Of Governance And Financial Management

- 2.1 This policy is intended to provide additional assurance to the Board of Bridgewater Housing Association that it is complying with:

Standard 1

The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

3. Primary Responsibilities

- 3.1 As a GBM your primary responsibilities are, with the other members of the governing body, to:-
- Lead and direct Bridgewater Housing Association's work;
 - Promote and uphold Bridgewater Housing Association's values;
 - Set and monitor standards for service delivery and performance;
 - Control Bridgewater Housing Association's affairs and ensure compliance;
 - Uphold Bridgewater Housing Association's Code of Conduct and promote good governance
- 3.2 Responsibility for the operational implementation of Bridgewater Housing Association's strategies and policies is delegated to the Chief Officer.

4. Key Expectations

- 4.1 Bridgewater Housing Association has agreed a Code of Conduct for Governing Body Members which every member is required to sign on an annual basis and uphold throughout their membership of the governing body.

- 4.2 Each GBM must accept and share collective responsibility for the decisions properly taken by the governing body. Each GBM is expected to contribute actively and constructively to the work of Bridgewater Housing Association. All members are equally responsible in law for the decisions made.
- 4.3 Each member must always act only in the best interests of Bridgewater Housing Association and its customers, and not on behalf of any interest group, constituency, or other organisation. Members cannot, in their role as GBMs, act in a personal capacity to benefit themselves or someone they know.

5. Main Tasks

- To contribute to formulating and regularly reviewing Bridgewater Housing Association's values, strategic aims, business objectives and performance standards;
- To monitor Bridgewater Housing Association's performance ;
- To be informed about and ensure Bridgewater Housing Association's plans take account of the views of tenants and other customers;
- To ensure that Bridgewater Housing Association operates within and be assured that Bridgewater Housing Association is compliant with the relevant legal requirements and regulatory frameworks;
- To ensure that risks are realistically assessed and appropriately monitored and managed;
- To ensure that Bridgewater Housing Association is adequately resourced to achieve its objectives and meet its obligations;
- To oversee and ensure Bridgewater Housing Association's financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants;
- To act, along with the other members of the governing body, as the employer of Bridgewater Housing Association's staff;
- To ensure that Bridgewater Housing Association is open and accountable to tenants, regulators, funders, and partners;

6. Duties

- Act at all times in the best interests of Bridgewater Housing Association;
- Accept collective responsibility for decisions, policies, and strategies;
- Attend and be well prepared for meetings of the governing body and sub-committees;
- Contribute effectively to discussions and decision making;
- Exercise objectivity, care and attention in fulfilling your role;
- Take part in ongoing training and other learning opportunities;
- Take part in an annual review of the effectiveness of Bridgewater Housing Association's governance and of your individual contribution to Bridgewater Housing Association's governance;
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector;
- Represent Bridgewater Housing Association positively and effectively at all times, including when attending meetings and other events;
- Respect and maintain the confidentiality of information;
- Treat colleagues with respect and foster effective working relationships within the governing body and between the governing body and staff;
- Be aware of and comply with our policy on the restrictions on payments and benefits;
- Register any relevant interests as soon as they arise and comply with Bridgewater Housing Association's policy on managing conflicts of interest;

7. Commitment

7.1 An estimate of the annual time commitment that is expected from GBMs is:

Activity	Time
Attendance at up to 8 regular meetings of the Board	16 hrs
Reading and preparation for Board meetings	16 hrs
Attendance at up to 4 sub-committee meetings	8 hrs
Reading and preparation for sub-committee meetings	8 hrs
Attendance at annual planning and review events (including individual review meeting)	8 hrs
Attendance at openings and site visits	varies
Attendance at internal briefing and training events	8 hrs
External Training and conference attendance (may include overnight stay or weekend)	varies – subject to training requirements
Total	64+hours per annum

8. What Bridgewater Housing Association Offers GBMs

8.1 All GBMs are volunteers and receive no payment for their contribution. Bridgewater Housing Association has adopted an Entitlements, Payments and Benefits Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with Bridgewater Housing Association. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with Bridgewater Housing Association. All out-of-pocket expenses associated with your role as a GBM will be fully met and promptly reimbursed.

8.2 In return for your commitment, Bridgewater Housing Association offers:-

- A welcome and introduction when you first join the governing body;
- A mentor or buddy from the governing body and a named staff contact for the first six months, with ongoing support;
- Clear guidance, information, and advice on your responsibilities and on Bridgewater Housing Association's work;
- Formal induction training to assist settling in;
- Papers that are clearly written and presented, and circulated in advance of meetings;
- The opportunity to put your experience, skills, and knowledge to constructive use;
- The opportunity to develop your own knowledge, experience and personal skills.
- The chance to network with others with shared commitment and ideals.

9. Policy Availability

9.1 This document can also be provided in large print, braille, audio, or other non-written format and in a variety of languages, on request.

10. Monitoring and Review

- 10.1 This role description was approved by the governing body on 27th September 2023. It will be reviewed annually after the AGM.