

Board Membership

Policy & Procedure



1. Policy

- 1.1 The Board of Management of Connect Housing is responsible for ensuring that the Association is viable, properly governed and properly managed.
- 1.2 Connect Housing's Rules specify that the Board shall consist of between five and 12 members (including up to five co-opted members). No more than one-third of the Board may be tenants or leaseholders of Connect Housing.
- 1.3 Board members are elected by Shareholders (Members of the Association) at the Annual General Meeting (AGM) for a three year term. After continuous service of nine years (from February 2006), Board members will be ineligible for re-election for one year.
- 1.4 The Board may appoint co-opted members to serve on the Board if there are less than 12 elected Board members. Co-opted members are normally appointed until the next AGM. They may then apply to become Shareholders and stand for election or the co-option may be renewed by the Board after the AGM.
- 1.5 Board Members provide their services to the Association on a voluntary basis and are unpaid. Payment for reasonable expenses incurred in order to participate in Board business (including travel to meetings, care of children/dependents, cost of personal assistant/interpreter) will be met by the Association.
- 1.6 All Board and Committee meetings, Seminars etc will take place at venues that are fully wheelchair accessible. Board members who require any additional facilities to enable them to take a full part in meetings are asked to discuss their requirements with the Chief Executive. Connect will be pleased to meet additional requirements wherever reasonably possible.

2. Criteria for Board Membership

- 2.1 Across the membership of the Board, Connect Housing aims to include:
 - 2.1.1 Skills and Experience – the full range of expertise required to govern the Association effectively;
 - 2.1.2 Profile – members with a range of characteristics and backgrounds, broadly reflecting the areas where Connect Housing operates.
- 2.2 All Board members are expected to demonstrate:
 - 2.2.1 Team Working – putting into practice the skills required for the Board to work as an effective team;
 - 2.2.2 Attendance – participating in Board meetings and other events, as required.
- 2.3 Full details of these criteria, and a Role Description and Person Specification for Board Members, are included in the Information Pack for prospective Board members.

3. Procedure

- 3.1 The Board will review membership of the Board annually and identify any gaps in the skills and experience required and/or the desired profile for the Board.
- 3.2 In advance of planned retirements from the Board, and as and when vacancies arise, Connect Housing will advertise for new Board members, specifying the Board's priorities regarding skills, experience and profile.
- 3.3 Vacancies on the Board may be advertised in one or more of the following ways:
 - 3.1.1 Open advertisement in the press;
 - 3.1.2 Targeted advertisement specific to the skills, experience or profile sought;

- 3.1.3 Advertisement to tenants and leaseholders in Get Connected, when the number of tenants/leaseholders who are Board members is less than the maximum allowed in the Association's Rules;
- 3.1.4 Through relevant agencies.
- 3.4 An Information Pack will be sent to all interested parties, including:
 - 3.4.1 Vision and Values of Connect Housing;
 - 3.4.2 Role Description and Person Specification of a Board Member;
 - 3.4.3 Board Membership Criteria;
 - 3.4.4 Board Membership Policy and Procedure;
 - 3.4.5 Code of Conduct for Board and Committee Members;
 - 3.4.6 Equal Opportunities Policy Statement;
 - 3.4.7 Profiles of current Board Members;
 - 3.4.8 Application Form
- 3.5 All applications received by the date specified will be considered by the Membership Panel against the criteria and Person Specification advertised.

Shortlisted applicants will be invited to observe a Board meeting and will be invited for interview by the Membership Panel.

- 3.6 The Membership Panel will recommend to the Board applicants for co-option to vacant places on the Board. The Board will decide which applicants it wishes to co-opt.

Co-options normally continue until the following AGM and may be renewed by the Board at the meeting after the AGM if places remain unfilled. A member will normally serve as a co-opted member for a minimum of six months before being proposed for election to the Board at the AGM.

- 3.7 In advance of the AGM, the Board will consider candidates that it wishes to propose for election at the AGM. A candidate standing for election must first be accepted by the Board as a Shareholder (Member of the Association) and pay £1 for a share certificate.

- 3.8 All Shareholders will be sent full details of the process for nomination and election of Board members in advance of each AGM.
- 3.9 As soon as possible after joining the Board, a new member will be invited to an induction session and provided with a copy of the Governance Handbook. New Board members are required to sign a statement confirming that they will meet their obligations to the Board and to the Association, within one month of being appointed.