

## Role Description

1. **The Board is responsible for ensuring that the Association is viable, properly governed and properly managed.**

This responsibility requires the Board to:

- 1.1 Define and ensure compliance with the values and objectives of the Association;
- 1.2 Establish policies and plans to achieve those objectives;
- 1.3 Approve each year's budget and accounts prior to publication;
- 1.4 Establish and oversee a framework of delegation and systems of control;
- 1.5 Agree policies and make decisions on all matters which might create significant financial or other risk to the Association, or which raise material issues of principle;
- 1.6 Satisfy itself that the Association has in place effective arrangements to ensure health and safety and to safeguard children and vulnerable adults;
- 1.7 Monitor the Association's performance in relation to these plans, budgets, controls and decisions;
- 1.8 Appoint and, if necessary dismiss, the Chief Executive and participate in the appointment of Directors;
- 1.9 Satisfy itself that the Association's affairs are conducted lawfully, in accordance with its Rules and the requirements of its regulators, and in accordance with high standards of performance and probity.

**2. All Board and Committee Members are required to:**

- 2.1 Uphold the values and objectives of the organisation;
- 2.2 Uphold the organisation's core policies, including those for equality and diversity;
- 2.3 Contribute to and share responsibility for the Board's decisions;
- 2.4 Prepare for and attend meetings, training sessions and other events;
- 2.5 Attend and participate in reviews linked to individual performance or that of the whole Board;
- 2.6 Represent the organisation as appropriate;
- 2.7 Declare any relevant interests;
- 2.8 Respect confidentiality of information; and
- 2.9 Uphold the National Housing Federation's Code of Governance and Code of Conduct and the organisation's own Code of Conduct.

# Board/Committee Member

## Person Specification



### Essential Attributes

- A genuine commitment to:
  - the provision of good quality affordable housing within the context of the wider community;
  - the implementation of Equal Opportunities.
- Ability to work as part of a team.
- An open minded and flexible approach to decision making.
- Skills and/or experience in one or more areas required by the Board as a whole in order to govern the Association effectively.
- An understanding of:
  - the principles governing confidentiality;
  - issues involving conflicts of interest.
- Prepared to undertake 8 hours training annually.
- Able to devote at least 3 hours per month (excluding travel) to Connect Housing Association business.
- Prepared to participate in at least one Committee or Panel or act as a Strategic Lead.
- Able and willing to attend at least 80% of Board meetings and Seminars, and applicable Committee/Panel meetings.
- A sense of humour.

## Board/Committee Member

### Person Specification (continued)



### Desirable Attributes

- Basic financial knowledge (e.g. principles of budgeting, financial terminology, reading a balance sheet, interest calculations).
- Experience and/or skills in one or more housing related areas (e.g. tenants or residents groups, voluntary sector work, health related matters, construction industry, social services etc.).
- Experience of working as part of a decision making group (formal or informal, paid or voluntary etc.).
- Live and/or work in Leeds, Kirklees or Calderdale.