**RUCHAZIE HOUSING ASSOCIATION**

**NEW COMMITTEE MEMBERS: WHO WE ARE LOOKING FOR**

**We are looking for** people who are keen to join our committee and feel that they have something to contribute to the Association and the wellbeing of its tenants, and can demonstrate:

* **Commitment** to the work of Ruchazie Housing Association (RHA) and the community that it serves
* **Willingness** to work hard as a member of a **team** which has responsibility for **leading and directing** RHA’s work.

In order to lead and govern effectively, we need a strong team sitting around the committee table with a wide range of personal skills, knowledge and experience. We have set out the range of skills and expertise that we need for this purpose (see below).

Each year our committee members go through a process of review, so that we can assess whether we have this mix in place, or need to undertake more recruitment. We also identify the priorities for training and personal development for existing committee members, which will help us reach and maintain the balance that we need.

First we need to be sure that some of our new members will have good **local knowledge:** for example, awareness of the housing and wider community needs in Ruchazie, awareness of concerns facing RHA tenants, knowledge of local issues in North-East Glasgow and the Easterhouse area and the needs and priorities of the people who live here, familiarity with Glasgow City Council’s plans, priorities and practices.

Second, that they have confidence that they can demonstrate, or develop, the range of **personal skills** that we need our committee members to have (see next page).

Third, that they have sound and up-to-date **experience and expertise** in at least one of our priority areas (see next page).

**We are sure** that you will have the commitment and some of the skills, knowledge and expertise that we are looking for. Please make sure we understand what you have to offer in these areas when you complete the application form!

**PERSONAL SKILLS AND EFFECTIVENESS**

**We are looking for** new committee members who will be able to demonstrate some of the following skills and attributes confidently and effectively, and with the commitment to work on others not currently at the same level:

* Engaging effectively with other committee members
* Contributing to discussions
* Participation in the formulation of business strategy
* Listening to and respecting all views
* Engaging effectively with staff
* Providing scrutiny and effective challenge
* Contributing new ideas or perspectives to the debate
* Remaining objective and looking for evidence to support views
* Identifying and addressing any potential conflicts of interest
* Sharing responsibility for decisions made even when I may not agree
* Attending and preparing for committee meetings
* Attending training and briefing sessions
* Upholding the RHA Code of Conduct for Governing Body Members
* Acting with honesty and integrity
* Considering fairness and equality for all current and potential tenants
* Understanding my legal duties and responsibilities
* Understanding the regulatory frameworks
* Demonstrating commitment to the aims of RHA and values of social housing

**EXPERIENCE AND EXPERTISE**

**We are looking for** new committee members who have sound and up-to-date experience and expertise in at least one of the following areas:

* Local area knowledge**\*\***
* Social housing in general
* Governance / committee experience**\*\***
* Strategy development
* Performance management
* Business planning
* Risk identification and management\*\*
* Housing and estate management
* Asset management
* Wider role and community regeneration
* Financial management and control
* Legal and regulatory issues
* Employment and people management
* Equalities and human rights
* Customer needs and expectations\*\*
* Tenant and community engagement\*\*
* Partnership working\*\*
* Social housing sector and its networks\*\*
* Information and Communication Technology (ICT) and digital strategy

Those areas of experience and expertise highlighted with a **\*\*** are those which were identified as of particular priority for RHA in its current round of recruitment.

**APPLICATION FOR MANAGEMENT COMMITTEE MEMBERSHIP**

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| --- |
| **YOUR CONTACT DETAILS** |
| **Full Name:** |
| **Home Address:**  **Postcode:** |
| **Email Address:** |
| **Telephone Numbers:**  **Mobile: Home:**  **Work:** |
| **RELATED INTERESTS** |
| **Are you already a shareholder of Ruchazie HA?** |
| **Are you a tenant of Ruchazie HA?** |
| **Are you related to any current member of staff or of the management committee at Ruchazie HA? (If yes, please provide details)** |
| **Do you have any business or other interests which have the potential to represent a conflict of interest with the role of committee member? (If yes, please provide details)** |
| **WHAT I CAN OFFER** |
| **Please read the “*New Committee Members: Who We Are Looking For”* and *“Governing Body Member: Role Description”* documents before completing this section (continue on separate sheets if required)** |
| **What is it about Ruchazie Housing Association and its work that makes you want to become a committee member?** |
| **What personal skills and attributes will you bring to being a Ruchazie committee member? (see list in “*Who we are looking for”*, and describe those where you are strong, and have the most to offer)** |
| **Please describe how your experience / expertise would contribute to Ruchazie’s management committee? (include details of any local knowledge, and any experience of being a committee member or volunteer with another organisation)** |

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|  |
| **ANY OTHER COMMENTS** |
| **Is there anything else you would like to tell us in support of your application?** |
| **DECLARATION** |
| **I declare that the information I have given in this form is correct. I have read and completed the eligibility checklist and confirm that I am eligible to become a management committee member of Ruchazie Housing Association.** |
| **Signed:** |
| **Date:** |

**Eligibility Checklist**

**Please confirm your eligibility to be considered as a prospective member of Ruchazie’s Management Committee (please tick the yes box; if you are unable to confirm any of the statements, please provide details):**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **Comments/Details** |
| **You are not an undischarged bankrupt** |  |  |
| **You have not entered into an arrangement with your creditors** |  |  |
| **You have not been convicted of a crime of dishonesty for which the statutory rehabilitation period has not expired** |  |  |
| **You have not been convicted of an offence under the Charities and Trustee**  **Investment (Scotland) Act 2005** |  |  |
| **You are not party to any legal proceedings in any Court of Law by or against Ruchazie Housing Association** |  |  |
| **You have not been removed from the governing body of another RSL within the last five years** |  |  |
| **You have not resigned from the**  **Management Committee at any time**  **during the last five years after receiving notice that a special committee meeting was to be held to consider your removal** |  |  |
| **You have not been removed from the Management Committee during the last five years** |  |  |
| **You have not been removed or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland)**  **Act 1990 of the Charities and Trustee**  **Investment (Scotland) Act 2005** |  |  |
| **You have not been removed from the office of Charity Trustee or trustee for a charity by the Charity Commissioners in England or Wales or by the High Court of Justice** |  |  |
| **You are not the subject of a**  **Disqualification Order or have had a disqualification undertaking made against you** |  |  |

**Governing Body Member: Role Description**

**1. Introduction**

***“The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.”*  Standards of Governance and Financial Management for RSLs, Standard 1**

**1.1 This role description has been prepared to set out the responsibilities that are associated with being a management committee member of Ruchazie Housing Association (RHA). It should be read in conjunction with RHA’s Rules and Standing Orders.**

**1.2 RHA 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 Scottish Housing Regulator’s (SHR’s) Standards of Governance and Financial Management for RSLs, and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).**

**1.3 RHA encourages people who are interested in the Association’s work to consider seeking election as a committee member and is committed to ensuring broad representation from the communities that it serves. Management committee members do not require ‘qualifications’ but we will seek to appoint people with relevant skills and experience to add to or expand the existing range of skills and experience available to ensure that the committee is able to fulfil its purpose. We 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 management committee, whether elected or co-opted, new or experienced. It is subject to periodic review.**

**2. Primary Responsibilities**

**2.1 As a management committee member your primary responsibilities are, with the other members of the committee, to**

* **Lead and direct RHA’s work**
* **Promote and uphold RHA’s values**
* **Set and monitor standards for service delivery and performance**
* **Control RHA’s affairs and ensure compliance with its legal and regulatory requirements, and its own constitution and approved policies**

**2.2 The management committee operates under the leadership and guidance of the Chair, and works in partnership with the Director. Responsibility for the operational implementation of RHA’s strategies and policies is delegated to the Director.**

**3. Key Expectations**

**3.1 RHA has agreed a Code of Conduct for Governing Body Members which every committee member is required to sign when they are appointed (and cannot take up their duties as a committee member until they have done so), and on an annual basis thereafter.**

**3.2 Each committee member must accept and share collective responsibility for the decisions properly taken by the management committee. Each committee member is expected to contribute actively and constructively to the work of RHA. All members are equally responsible in law for the decisions made.**

**3.3 Each committee member must always act only in the best interests of RHA and its customers, and not on behalf of any interest group, constituency or other organisation. Committee members cannot act in a personal capacity to benefit themselves or someone they know.**

**4. Main Tasks**

* **To contribute to formulating and regularly reviewing RHA’s values, strategic aims and performance standards**
* **To monitor RHA’s performance**
* **To ensure that RHA operates within and is compliant with the relevant legal and regulatory frameworks**
* **To ensure that risks are realistically assessed and appropriately monitored and managed**
* **To ensure that RHA is adequately resourced to achieve its objectives and meet its obligations**
* **To act, along with the other members of the governing body, as the employer of RHA’s staff**

**5. Duties**

* **Act at all times in the best interests of RHA**
* **Accept collective responsibility for decisions, policies and strategies**
* **Attend and be well prepared for meetings of the management committee and any sub-committees to which you may be appointed**
* **Contribute effectively to discussions and decision making**
* **Take part in training and other learning opportunities**
* **Take part in an annual review of the effectiveness of RHA’s governance and of your individual contribution to RHA’s governance**
* **Maintain and develop your personal knowledge of relevant issues and the wider housing sector**
* **Represent RHA positively and effectively at all times, in local communities and when attending meetings and other events**
* **Respect and maintain confidentiality of information**
* **Treat colleagues with respect and foster effective working relationships within the management committee and between the committee and staff**
* **Be aware of and comply with our policy on Entitlements, Payments and Benefits**
* **Register any relevant interests as soon as they arise and comply with RHA’s policy on managing conflicts of interest**

**6. Commitment**

**6.1 An estimate of the annual time commitment that is expected from committee members is:**

|  |  |
| --- | --- |
| **Activity** | **Time**  **(hours)** |
| **Attendance at up to 10 regular meetings of the Governing Body** | **2.5 hours per meeting** |
| **Reading and preparation for meetings of the committee and any sub-committees** | **2 hours per meeting** |
| **Attendance at annual planning and review events (including individual review meeting)** | **Up to 2 days** |
| **Attendance at internal briefing and training events** | **Ad hoc (evenings and**  **“Away Days”)** |
| **External training and conference attendance (may include overnight stay or weekend)** | **Ad hoc** |

**7. What RHA Offers Management Committee Members**

**7.1 All committee members are volunteers and receive no payment for their contribution. RHA has policies which prevent you or someone close to you from benefiting personally from your involvement with RHA, although these policies also seek to ensure that you are not unfairly disadvantaged by your involvement with RHA. Out of pocket expenses associated with your role as a committee member are fully met and promptly reimbursed.**

**7.2 In return for your commitment, RHA offers:**

* **A welcome and introduction when you first join the management committee**
* **A mentor from the management committee and a named staff contact for the first six months, with ongoing support**
* **Clear guidance, information and advice on your responsibilities and on RHA’s work**
* **Formal induction training to assist settling in**
* **Papers which 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**

**8. Review**

**8.1 This role description was approved by the management committee in June 2019, and will be reviewed at least every 3 years. It will be used as part of the annual review of the effectiveness of your contribution to our governance.**

**MANAGEMENT COMMITTEE EQUAL OPPORTUNITIES MONITORING FORM**

Ruchazie Housing Association is committed to equal opportunities in its recruitment of committee members regardless of: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation.

We would ask you to please complete the following questionnaire to help us ensure that we are reaching all sections of the community, to check the effectiveness of our recruitment practices, and whether we are achieving appropriate balance amongst our existing committee members.

All information will be treated in the strictest confidence, and will be held anonymously.

**Gender:**  Female  Male  Trans Gender

**Disability: Do you consider yourself to have a disability/special needs?**  Yes  No

If yes, please describe your disability/special needs (e.g. visual, speech, hearing). This will help us to facilitate your needs/requirements.

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Please indicate any individual special requirements/equipment

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**Ethnic Origin: Please choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.**

**A White B Mixed C Asian or Asian D Black or Black**

**Scottish/British Scottish/British**

 English  Any mixed  Indian  Caribbean

 Scottish background  Pakistani  African

 Welsh  Bangladeshi  Other black

 Irish  Chinese

 Polish  Other Asian

 Gypsy Traveller

 Other white

**E Other ethnic group**  Prefer not to say

 Arab, Arab Scottish/British

Any other ethnic group (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religion or beliefs:** I would describe my religious background/belief as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 None  I prefer not to say

**Sexual Orientation:**

 Bi-sexual  Gay/Lesbian  Heterosexual/Straight  Prefer not to say

**Age:** **Please indicate your age group.**

 16 - 24  25 - 34  35 - 44  45 - 54  55 - 64  65 & over

**Marriage & civil partnership:**

**o** Single o Married o Separated/Divorced o Civil partnership o Widow/widower