

COMMITTEE MEMBER – ROLE PROFILE

KEY OBJECTIVES:

- ❖ To ensure that the Registered Social Landlord (RSL) e.g. housing association is managed effectively and in line with requirements of the law, Scottish Housing Regulator and best practice.
- ❖ To uphold the good name of the Registered Social Landlord (RSL) and the principles for which it stands.

DUTIES:

❖ **Participating as part of the Management Committee**

- Ensure that the Registered Social Landlord (RSL) operates with the law and according to its rules and procedure; meeting standards laid down by SFHA, the Scottish Housing Regulator and other regulatory bodies.
- Provide collective leadership; working with senior staff in setting the direction, objectives and culture of the organisation and reviewing the direction and objectives of the Registered Social Landlord (RSL) on a regular basis.
- Recognise your duties to tenants, applicants, service-users and other stakeholders; ensuring that the Registered Social Landlord (RSL) encourages participation and consultation.
- Review and agree policies and procedures to achieve organisational objectives.
- Protect the assets of the Registered Social Landlord (RSL).
- Approve each year's budget, exercising regular control over the Registered Social Landlord (RSL)'s financial performance.
- Ensure adequate control of the organisation's activities; that the organisation works to agree objectives and targets and that any risks and legal requirements are reported and dealt with.
- Ensure that the Registered Social Landlord (RSL) review its performance across all areas on a regular basis.
- Understand the roles of the Management Committee as an employer of staff; delegate appropriate authority to them to act while receiving clear reports on targets, performance, variance and trends, and requirements for revision.



- Ensure that the organisation maintains a balance of skills, experience and diversity within its membership; regularly reviewing recruitment and training practices.

❖ **Individual Participation**

- Act with personal integrity at all times; declare any interests, abiding by the agreed Code of Conduct for Committee Members and maintaining the interests and good name of the Registered Social Landlord (RSL) and its governing body.
- Where appropriate treat all information gained as a Committee member in strictest confidence whilst promoting openness and accountability.
- Abide by and promote the Registered Social Landlord (RSL) commitment to equality.
- Attend Management Committee and sub meetings regularly, participate in discussions and decision-making and abide by decisions made. Give adequate notice and apologies when unable to attend.
- Read all reports and committee papers in advance of meetings and raise questions about any areas that require clarification or further information.
- Consider all options presented by staff in reports and papers and make clear decisions or request postponement of decisions until sufficient information is available or clarification received.
- Attend any courses or conferences organised or agreed by the Registered Social Landlord (RSL) and keep abreast of general policy developments relating to the Registered Social Landlord (RSL)'s work.
- Represent the Registered Social Landlord (RSL) positively as required; promote the Registered Social Landlord (RSL)'s policies, objectives and good name. Inform interested parties about the work of the Registered Social Landlord (RSL), the possibilities of membership and the role of the Management committee member.
- Conduct yourself and any business in accordance with the Equal Opportunities policies.