

**Role Description for the Board Members of DPHA[[1]](#endnote-1)**

**1. Introduction**

*“The Board leads and directs the RSL to achieve good outcomes for its tenants and other service users.”* Regulatory Standards of Governance and Financial Management, Standard 1[[2]](#footnote-1)

1.1 This role description has been prepared to set out the responsibilities that are associated with being a Board Member (BM) of Dalmuir Park Housing Association (DPHA). It should be read in conjunction with the accompanying person specification (see Appendix 1) and DPHA’s Rules and Standing Orders.

1.2 DPHA 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 DPHA encourages people who are interested in the Association’s work to consider seeking election as a BM and is committed to ensuring broad representation from the communities that it serves. BMs 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 Board 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 Board, whether elected or co-opted, new or experienced. It is subject to periodic review.

**2. Primary Responsibilities**

2.1 As an BM your primary responsibilities are, with the other members of the Board, to

* Lead and direct DPHA’s work
* Promote and uphold DPHA’s values
* Set and monitor standards for service delivery and performance
* Control DPHA’s affairs and ensure compliance

2.2 Responsibility for the operational implementation of DPHA’s strategies and policies is delegated to the Chief Officer.

**3. Key Expectations**

3.1 DPHA has agreed a Code of Conduct for The Board Members which every member is required to sign on an annual basis.

3.2 Each BM must accept and share collective responsibility for the decisions properly taken by the Board. Each BM is expected to contribute actively and constructively to the work of DPHA. All members are equally responsible in law for the decisions made.

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

**4. Main Tasks**

* To contribute to formulating and regularly reviewing DPHA’s values, strategic aims and performance standards
* To monitor DPHA’s performance
* To ensure that DPHA 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 DPHA is adequately resourced to achieve its objectives and meet its obligations
* To act, along with the other members of the Board, as the employer of DPHA’s staff

**5. Duties**

* Act at all times in the best interests of DPHA
* Accept collective responsibility for decisions, policies and strategies
* Attend and be well prepared for meetings of the Board and committees
* 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 DPHA’s governance and of your individual contribution to DPHA’s governance
* Maintain and develop your personal knowledge of relevant issues and the wider housing sector
* Represent DPHA positively and effectively at all times, including in the local community when attending meetings and other events
* Respect and maintain confidentiality of information
* Treat colleagues with respect and foster effective working relationships within the Board and between the Board 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 DPHA’s policy on managing conflicts of interest

**6. Commitment**

6.1 An estimate of the annual time commitment that is expected from MCMs is:

|  |  |
| --- | --- |
| Activity | Time  |
| Attendance at up to 8 regular meetings of the Board | **16hrs** |
| Reading and preparation for meetings of the Board | **24hr** |
| Attendance at up to 4 committee meetings (optional) | **8hrs** |
| Reading and preparation for committee meetings | **8hr** |
| Attendance at annual planning and review events (including individual review meeting) | **6hrs** |
| Attendance at events such as estate tours, tenant / customer conferences, openings and site visits (optional) | **4hrs** |
| Attendance at internal briefing and training events | **12hrs** |
| External Training and conference attendance (optional - may include overnight stay or weekend)  | **24hrs** |
| **Total** | **102hrs** |

**7. What DPHA Offers BMs**

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

7.2 In return for your commitment, DPHA offers:

* A welcome and introduction when you first join the Board;
* A mentor from the Board and a named staff contact for the first six months, with ongoing support;
* Clear guidance, information and advice on your responsibilities and on DPHA’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 and
* The chance to network with others with shared commitment and ideals.

**8.** **Review**

8.1 This role description was approved by the Board on. It will form the basis of the annual review of the effectiveness of your contribution to our governance. It will be reviewed by the Board not later than.

**Appendix 1:**

**The Board Member - Person Specification**

| **Skills, Knowledge and Experience**  | **Essential** | **Desirable** |
| --- | --- | --- |
| **Skills and Abilities**  |  |  |
| Good communication  | ✓ |  |
| Leadership  | ✓ |  |
| Strategic direction and decision-making | ✓ |  |
| Understanding of equality and diversity | ✓ |  |
| Effectively participate at meetings (Question, challenge and contribute) | ✓ |  |
| Community relations issues |  | ✓ |
| **Experience and Knowledge**  |  |  |
| Governance, regulation and inspection  |  | ✓ |
| Strategic business planning and performance management  |  | ✓ |
| Community development/wider role |  | ✓ |
| Housing management  |  | ✓ |
| Care services  |  | ✓ |
| Financial management, investment or risk management |  | ✓ |
| Property development or construction  |  | ✓ |
| Relevant legislation and best practice in social housing  |  | ✓ |
| Housing Regeneration  |  | ✓ |
| Human resource management  |  | ✓ |
| Sitting on a constituted Residents Association or Management The Board |  | ✓ |

1. (Based on SFHA’s model role description, May 2028) [↑](#endnote-ref-1)
2. Scottish Housing Regulator (April 2012) *Regulation of Social Housing in Scotland: Our Framework* available [here](https://www.scottishhousingregulator.gov.uk/sites/default/files/publications/Our%20Regulatory%20Framework.pdf) [↑](#footnote-ref-1)