**STEVE BIKO HOUSING ASSOCIATION**

**BOARD MEMBER ROLE DESCRIPTION**

1. The key role of every Board member is to work as part of the Board in performance of its key functions as described in the Board Induction Pack. This includes:
   1. **Leading the organisation**
      1. Upholding the vision of Steve Biko Housing Association (SBHA) and participating in the development objectives that accord with these.
      2. Promoting SBHA through contact with communities, any relevant authorities and other bodies.
   2. **Acting as a guardian of the organisation**
      1. Ensuring that the organisation acts in accordance with its vision values, objectives and constitution and the relevant legal and regulatory framework.
   3. **Making decisions about policy and strategy**
      1. Regularly attending Board and relevant task and finish groups and participating in discussions and decision-making to achieve SBHA objectives.
      2. Exercising sound financial and risk management to ensure no variance from the core values of SBHA.
   4. **Monitoring, supervision and control**
      1. Monitoring SBHA’s performance in relation to its objectives, plans, budgets, controls and decisions.
   5. **Other tasks**
      1. From time to time attending functions, training sessions and other meetings in the interest of the organisation.
2. **Board members should possess the ability to:**
   1. Apply their own specialist knowledge appropriately;
   2. Analyse significant amounts of complex information, debating and challenging as necessary;
   3. Assess the risks of proposed courses of action;
   4. Make independent and critical judgments, whilst recognising the need to reach consensus based on compromise; and
   5. Develop and maintain relationships with others.
3. **Board members should be people:**
   1. With vision, generating new ideas and perspectives;
   2. Who govern rather than manage;
   3. Who are up to date with relevant issues; and
   4. Who work as part of a team.
4. **Board members must be:**
   1. Honest, trustworthy and reliable;
   2. Committed to the values of the SBHA and the housing sector; and
   3. Willing to devote the necessary time to their duties.

As well as the housing focused expectations, the Board on a more general level takes very seriously its governance responsibilities and its role as a charity and therefore the Board agrees that and delivers it work recognising the following essential activities: (taken from NCVO ‘The Good Trustee Guide’):

**THE 12 ESSENTIAL BOARD RESPONSIBILITIES AT A GLANCE:**

**SET AND MAINTAIN VISION, MISSION AND VALUES**

To establish the purpose of the charity as set out in the objects of its governing document, and guarding its ethos and values.

**DEVELOP STRATEGY**

To develop long-term strategy and ensure the business of the board reflects the strategy.

**ESTABLISH AND MONITOR POLICIES**

To create policies to govern organisational activity and systems for reporting and monitoring including the conduct of trustees and board business.

**ENSURE COMPLIANCE WITH THE GOVERNING DOCUMENT**

To ensure the governing document is adhered to.

**ENSURE ACCOUNTABILITY**

To ensure that it fulfils accountability as required by law

**ENSURE COMPLIANCE WITH THE LAW**

To check that all of the charity’s activities are legal.

**MAINTAIN PROPER FISCAL OVERSIGHT**

To be responsible for effectively managing the charity’s resources and funding so it can meet its charitable objects.

**RESPECT THE ROLE OF STAFF / VOLUNTEERS**

To recognise and respect the domain of staff and / or volunteer responsibility and to create policies to guide staff and/or volunteer activities and safeguard the interests of the charity.

**MAINTAIN EFFECTIVE BOARD PERFORMANCE**

For the board to keep its own house in order and ensure productive meetings, effective committees with adequate resources, development activities and regular reviews of its role.

**PROMOTE THE ORGANISATION**

To enhance and protect the reputation of their charity and act as good ambassadors.

**Staff responsibilities:**

**EMPLOYMENT POLICIES & PROCEDURES**

To create comprehensive, fair and legal personnel policies, that are regularly reviewed and updated.

**SELECT AND SUPPORT THE CHIEF EXECUTIVE**

To select and support the chief executive and review their performance.

### Finally, the Board recognises that there are other Governing Frameworks that they need to pay cognisance to that are published from time to time. (Those with current relevance and will be forwarded to you by post.)

### Code of Governance – Promoting Board Excellence good practice guide, National Housing Federation, 2015 Edition

### Excellence in Service Delivery and Accountability, National Housing Federation, 2009

### Excellence in Standards of Conduct, Code for Members, National Housing Federation, 2012

### \*Please note that SBHA have formally adopted the National Housing Federations Excellence in Governance - Code for members and good practice guide.

### To enable Board members to contribute effectively to the work of the board they are asked to agree to work within the following parameters:

### BOARD MEMBERS ROLE PROFILE

### As a board member I will adhere to all of the policies governing the work of the board as outlined in section 5 of the Board Induction pack.

### I WILL - Adhere to the expectations, as laid out, of a housing association board member

### I WILL – pay cognisance to the essential responsibilities of a board

* **I WILL –** read and accept my responsibilities as outlined in the Excellence in   
   Governance code for members
* **I WILL** – read and adhere to the standards of conduct code for members
* **I WILL** – ensure that I take an active part in the decision making processes of the

board

* **I WILL** – take responsibility for familiarising myself with key policies affecting the   
   work of the organisation as outlined in section 6

### Signed by:

### Printed name:

### Date: