

Ekaya Housing Association Limited



BOARD MEMBER

ROLE DESCRIPTION

PURPOSE / OBJECTIVES

- To set and oversee the long-term strategic direction for the Organisation.
- To set the risk appetite and monitor risk.
- To ensure an effective business plan and budget is in place and that the business remains financially viable.
- To ensure that performance is monitored and managed through internal controls and delegation.
- To approve key policies and take decisions about matters reserved to the Board.
- To ensure that the Board fulfils its duties and responsibilities for the proper governance of the Organisation including compliance.

MAIN DUTIES AND RESPONSIBILITIES

1. **To set and oversee the long-term strategic direction for the Organisation**
 - To collectively set the mission, vision, values, strategic objectives and high-level policies for the Organisation.
 - To contribute to establishing a framework for approving policies and plans to achieve those objectives.
 - To uphold and promote the core policies, purpose, values and objectives of the Organisation.
 - To keep abreast of current developments and thinking in the sector, including matters relating to housing, social policy, regulation and investment.
2. **To set the risk appetite and monitor risk**
 - To set and keep under review the Board's appetite for risk.
 - To ensure major risks are reviewed regularly and an effective risk management framework is maintained.
3. **To ensure an effective business plan and budget is in place and that the business remains financially viable**
 - To ensure the integrity of financial information, and that all loan covenants are complied with.
 - To approve each year's accounts prior to publication and approve each year's budget and business plan.
4. **To ensure that performance is monitored and managed through internal controls and delegation**
 - To ensure there are appropriate mechanisms, both internal and external, to verify that the Board receives a balanced and accurate picture of how the Organisation is performing.
 - To ensure that internal controls and systems are audited and reviewed regularly.
 - To monitor performance at a strategic level in relation to plans, budgets, controls and decisions.

- To participate in regular reviews of Board performance, in Board Member appraisal, and to participate in Board training and development, and in other learning activities as required.
5. **To approve key policies and take decisions about matters reserved to the Board**
- To review, challenge appropriately and approve key policies and other decisions about matters reserved brought to the Board.
6. **To ensure that the Board fulfils its duties and responsibilities for the proper governance of the Organisation, including compliance**
- To act reasonably and always in the best interests of the Organisation and comply with its code of conduct to ensure behaviours as a Board Member model the values of the Association.
 - To contribute to and share responsibility for decisions of the Board and any Committee of the Board of which you are a member.
 - To work in partnership with the Chief Executive and their executive team, to challenge colleagues constructively and respectfully.
 - To satisfy yourself that the Organisation's affairs are conducted lawfully and in accordance with regulatory requirements and generally accepted standards of performance and probity.
 - To ensure that the principles of equality, diversity and inclusion are considered, applied and evidenced.
 - To engage effectively with staff, tenants and other key stakeholders.
 - To comply fully with the Organisation's governing instruments including policies, procedures and standing orders.
 - To ensure the Organisation complies fully with applicable laws and regulations existing at any time.
7. **To undertake a regular review of Board performance**
- To ensure that the Board is operating effectively and has the necessary skills to fulfil its responsibilities.
 - To participate in succession planning and recruitment and ensure that any gaps in the skills, knowledge and experience on the Board are filled and Board succession remains a consideration.
 - To participate in the appraisal of individual members and the whole Board
 - To undertake relevant training and development.

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BOARD MEMBER

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

- Extensive experience of operating at a senior level (either executive or non- executive) within a customer focused service Organisation
- Successful track record of building and motivating senior teams to deliver a clear strategic vision
- Understanding/awareness of the social housing regulatory framework
- Awareness of and interest in the social housing sector and the current and future challenges it faces
- Education/early learning years setting
- An understanding and knowledge of good governance
- Understanding the principles of collective accountability
- Experience within one or more of the following areas gained in an executive or non-executive role:
 - Human Resources Strategy
 - Customers and communities, including health and wellbeing
 - Asset Management/Property Compliance/Estate Management
 - Development/Property Acquisition/Investment
 - Employment and training initiatives
 - Finance, Audit and Risk
 - Health & Safety
 - Treasury management
 - Digital Strategy
 - Safeguarding

SKILLS AND ABILITIES

- A sound grasp of corporate governance issues and Board effectiveness
- Excellent communication and interpersonal skills
- Ability to assess risk and promote risk awareness, without being risk averse
- Ability to challenge constructively and appropriately
- Ability to forge productive working relationships with fellow Board Members and the Executive team
- Strong influencing and ambassadorial skills
- IT literate – being comfortable with communicating by email and willing to support the Organisation's aim of reducing the negative impact on the environment by using an electronic document storage system for Board papers and other documents

Any gaps in the skills, knowledge and experience on the Board will be a consideration when recruiting Board members and succession planning.

PERSONAL BEHAVIOUR AND STYLE

- Demonstrates the professional conduct expected of a Board member.
- Demonstrates a strong awareness of and commitment to equality and diversity and inclusion.
- Demonstrates credibility and integrity.
- Supports the values, ethos and social housing objectives of the Organisation
- Open to learning and development and fosters a learning culture.
- Has the time and commitment to effectively discharge the responsibilities of a Board member.

VALUES & CODE OF CONDUCT

Board members will adopt the Organisation's Values and comply with its Code of Conduct. The Values are:

- Inclusiveness
- Integrity
- Commitment

COMMITMENT

Board members are expected to:

- Attend Board meetings, any additional Board meetings, and Board Away Days.
- Take part in collective Board appraisal processes and to reflect on, and seek to learn from reviews of one's own contribution.
- Sit on at least one Committee of the Board, attend the meetings of these Committees and take a special interest in the relevant area.
- Contribute to the direction of the Association by supporting the Executive in particular projects or areas on request, e.g. recruitment panel.
- Participate in training and development.
- Keep abreast of developments in the sector.