

Job Description

Post:	Board Member
Salary:	Unpaid, but travel and other expenses incurred in fulfilling the role of the Board member will be paid if requested
Responsible to:	The shareholders of Caldmore Area Housing Association Ltd (also recognising the role of other stakeholders including residents, funders, regulators and the wider community)
Responsible for:	Directing the affairs of Caldmore Area Housing Association Ltd.

Purpose:

To work constructively with other Board Members and Association employees to ensure that Caldmore Area Housing Association Ltd is managed and controlled appropriately; to ensure that it is accountable to its legitimate interest groups and stakeholders; and to ensure that it works within the requirements of the law and its funding bodies

To act as a 'guardian' of the goals and values of Caldmore Area Housing Association Ltd.

Key Responsibilities

To devote sufficient time and energy to Caldmore Area Housing Association's business. This includes:

- Preparing for meetings
- Attending Board meetings as required
- Volunteering for membership of at least one committee
- Keeping up to date with housing issues by reading and attending training/briefing sessions.

To participate in the management and control of Caldmore Area Housing Association's activity, including:

- Generating strategic opinions
- Financial monitoring and control
- Establishing plans, policies and objectives
- Ensuring plans are implemented and evaluating performance

- Reviewing activity and deciding on appropriate action

To agree guiding principles and make decisions on all matters that might create significant financial or other risk to Caldmore Area Housing Association Ltd, or which raise material issues of principle.

To monitor the effectiveness and performance of individual Board members by participating in a Board member appraisal scheme.

To ensure that Caldmore Area Housing Association's affairs are conducted lawfully and in accordance with the agreed values, goals and generally accepted standards of performance and propriety

To consider and agree responses to reports from the Housing Corporation, Caldmore Area Housing Association's auditors, funders and any other relevant body.

To represent Caldmore Area Housing Association Ltd in the outside world and to help foster good relationships with funders, local authorities etc.

To promote the good name of Caldmore Area Housing Association Ltd at all times.

To participate when necessary in the recruitment of senior Association employees.

To participate when necessary, as a panel member for other landlord or employment functions, for example, being a member of an Appeals Committee, or the appraisal of Chief Executive.

To campaign, both on a local and national level to promote issues relating to Caldmore Area Housing Association Ltd or the Housing Association movement generally.

To abide by the NHF's Code of Governance and Caldmore Area Housing Association's Code of Conduct for Board Members.

Person Specification

Attribute	Priority
Ability and willingness to promote Caldmore Area Housing Association's corporate values and goals	Essential
Ability to gain and retain respect and confidence from other Board members, senior staff and from principle stakeholders	Essential
Ability to participate in meetings in a way that complements other members, encouraging healthy debate but remaining focussed at the strategic level	Essential
Empathy with and understanding of the needs of our customers and communities	Essential
Good communication skills including the ability to explain complicated issues in a manner that can be easily understood	Essential
Sufficient team working skills to be capable of adding value as a member of committees and working groups.	Essential
Sufficiently flexible circumstances to enable attendance at meetings during the year (7 Board meetings, 4 committee meetings and the AGM - normally held during the evening but with occasional Saturday events)	Essential
<p>Skills and reasonable working knowledge in at least one of the following areas of activity:</p> <ul style="list-style-type: none"> • Assessment of housing/support/care needs • Community cohesion and building balanced communities • Customer concerns • Organisations and how they operate • Business/staff management • Finance and financial planning • Legal issues and the UK legal system • Equality and equal opportunities • Statutory authorities – their roles and how they operate • Design and development of residential sites/accommodation • Construction and maintenance of buildings • Marketing and PR • Information Technology • Communication and debating skills • Leadership and chairing skills 	Essential
Able to communicate effectively with one or more of the minority communities present within our area of operation	Desirable
Analytical skills and the ability to absorb key information from reports in order to pose challenging questions where appropriate	Desirable
Reasonable understanding of general management principles	Desirable
Good negotiating skills	Desirable

Gender, Ethnicity and Disability Monitoring Form

Name: _____

Ref. No: _____

Caldmore Area Housing Association aims to maintain a Board membership that is broadly representative of the communities we serve. Information provided on this form will assist us to balance these factors with other attributes and abilities as set out in the person specification.

Please complete the relevant sections below by **Completing the details or ticking the boxes where appropriate:**

Date of Birth: _____

Age: _____

Gender: Male/Female

Ethnic Background

Please note that ethnic origin is not about nationality, place of birth or citizenship. It is about colour and broad ethnic grouping. People may belong to any of the groups listed below:
(Please tick the one that is most applicable)

White: British

White: Irish

White: Other

Mixed: White & Caribbean

Mixed: White & Black African

Mixed: White & Asian

Mixed: Other

Asian / Asian British: Indian

Asian / Asian British: Pakistani

Asian / Asian British: Bangladeshi

Asian / Asian British: Other

Black / Black British: Caribbean

Black / Black British: African

Chinese

Other (please state)

_Not Known

Disability

"Disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities", as indicated under the Disability Discrimination Act 1995 (DDA)

In line with the above statement, do you consider yourself to have a disability?

Yes

No

If you are selected for interview, are there any special arrangements that we would need to make for you?

Yes

No

Date sent:

Ref:

Caldmore

Application to become a Board Member

Please complete all of the sections that follow to assist the selection committee in finding the most appropriate people to join the Board to complement the current team in terms of skills, experience and the ability to represent the communities we serve.

Personal Information:

Surname:	First name(s):
<input type="text"/>	<input type="text"/>
Address (including postcode):	Title: Mr. / Mrs. / Miss / Ms. / Dr. / Rev.
<input type="text"/>	
Telephone Number(s) – Please state if home number, work or mobile	
<input type="text"/>	
E-mail Address: - Please state if we are able to send documents to you via e-mail	
<input type="text"/>	
How did you find out about this Board member vacancy?	
<input type="text"/>	

Are you a tenant or are you related in any way to a tenant or resident of Caldmore Area Housing Association Ltd? (if yes please give details):

Please note that being a tenant or related to a tenant does not disqualify for membership – However, it must be declared

What would you describe as being your main connection with or interest in the communities served by Caldmore Area Housing Association?

Skills and Abilities:

In the space below please give a brief summary of your education and any qualifications that you have gained along with the date(s) when these were awarded

With reference to the skills and abilities set out in the person specification please use the space below to explain the skills and abilities that you could bring to the Board of Caldmore Area Housing Association Ltd:

Experience:

Please give details of your current employment (if applicable) and current membership of any other organisations, groups or committees that seek to serve the community in some way.

Using the attributes set out in the person specification as a guideline, please explain in the space below why you would like to become a Board member at Caldmore Area Housing Association and what you think you can bring to our organisation based on your skills, experience, background and commitment to the communities we serve.

References:

Please provide the names and contact addresses of 2 people (other than close friends or family) who know you well enough to confirm the information you have provided in this application: (Please remember to include postcodes and telephone numbers)

Declaration:

I confirm that I know of no reason why I should not be considered for Board membership of Caldmore Area Housing Association. I fully agree with the stated values of the organisation and, if appointed, I will give my time and enthusiasm on a voluntary basis in the best interests of Caldmore Area Housing Association and the people it aims to serve.

Signature

Date

Please remember to also complete the **GENDER, ETHNICITY AND DISABILITY MONITORING FORM**

For office use:

Date received:

Circulation:

Interview:

Outcome: