

Role Description for Management Committee Members of DPHA

1. Introduction

“The Management Committee leads and directs the RSL to achieve good outcomes for its tenants and other service users.” Regulatory Standards of Governance and Financial Management, Standard 1¹

- 1.1 This role description has been prepared to set out the responsibilities that are associated with being a Management Committee Member (MCM) of Dalmuir Park Housing Association (DPHA). It should be read in conjunction with the accompanying person specification 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 MCM and is committed to ensuring broad representation from the communities that it serves. MCMs 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 Management Committee 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 Management Committee, whether elected or co-opted, new or experienced. It is subject to periodic review.

2. Primary Responsibilities

- 2.1 As an MCM your primary responsibilities are, with the other members of the Management Committee, 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.

¹ Scottish Housing Regulator (April 2012) *Regulation of Social Housing in Scotland: Our Framework* available [here](#)

3. Key Expectations

- 3.1 DPHA has agreed a Code of Conduct for Management Committee Members which every member is required to sign on an annual basis.
- 3.2 Each MCM must accept and share collective responsibility for the decisions properly taken by the Management Committee. Each MCM 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. MCMs 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 Management Committee, 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 Management Committee and sub-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 Management Committee and between the Management Committee 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 12 regular meetings of the Management Committee | 24hrs |
| Reading and preparation for meetings of the Management Committee | 12hr |
| Attendance at up to 4 sub-committee meetings (optional) | 8hrs |
| Reading and preparation for sub-committee meetings | 4hr |
| Attendance at annual planning and review events (including individual review meeting) | 2hrs |
| 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 | 90hrs |

7. What DPHA Offers MCMs

7.1 All MCMs 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 GBM are fully met and promptly reimbursed.

7.2 In return for your commitment, DPHA offers:

- A welcome and introduction when you first join the Management Committee;
- A mentor from the Management Committee 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
- The chance to network with others with shared commitment and ideals

8. Review

8.1 This role description was approved by the Management Committee on 15 August 2018. It will form the basis of the annual review of the effectiveness of your contribution to our governance. It will be reviewed by the Management Committee not later than August 2021.