

JOB DESCRIPTION

Job Details:
<p>Post Title: Board Member</p>
<p>Relationships:</p> <p>Internal Relationships: Board Members, Chief Executive, Executive Management team, Company Secretary and Staff</p> <p>External Relationships: Tenants and leaseholders, Charnwood Borough Council, Resident Groups, other ALMOs, Tenant Services Authority, Audit Commission, Suppliers and Contractors</p> <p>Commitment: Minimum of 24 days, or part thereof, per year undertaking activities on behalf of Charnwood Neighbourhood Housing.</p>

Duties and Responsibilities:
<p><u>Primary Functions</u></p> <ol style="list-style-type: none"> 1. Ensure that the affairs of the Company are conducted lawfully, ethically and in accordance with the terms of the Memorandum and Articles of the Company and of these Standing Orders. Particular attention is drawn to the requirements of the Companies Act 2006; 2. Determine appropriate governance arrangements to discharge its responsibilities; 3. Define and ensure compliance with the values and objectives of the Company; 4. Establish a framework for approving policies and plans to achieve these objectives; 5. Approve each year's accounts prior to publication and approve each year's budget and financial plan; 6. Establish and oversee a framework of delegation and systems of internal control; 7. Establish and oversee a framework for the identification and management of risk; 8. Agree policies or decisions on matters that might create significant financial or other risk to the Company, or which raise material issues of principle; 9. Monitor the Company's performance in delivering its plans and services, including in relation to customer feedback and the performance of comparable organisations;

10. Ensure that arrangements are in place for urgent decisions to be made in between meetings;
11. Appoint (and, if necessary dismiss) the Chief Executive, and approve his/her terms of employment;
12. Appoint the Company Secretary; appoint the Board Chair (and as necessary Vice-Chair); and
13. Ensure that the Company complies with the Management Agreement.

Main Activities

14. To support the vision and values of the organisation;
15. To ensure compliance with the Management Agreement between Charnwood Neighbourhood Housing and Charnwood Borough Council;
16. To define and ensure compliance with the delivery plan through the agreement of:
 - Policies for action;
 - Budgets; and
 - A framework for delegation and system control including performance monitoring.
17. To ensure the affairs of Charnwood Neighbourhood Housing are conducted lawfully and ethically and within the terms of the its Memorandum and Articles of Association;
18. To participate in arrangements that are in place for urgent decisions to be made between meetings;
19. To support and contribute to the appointment of the Chief Executive and Company Secretary;
20. To act in the interests of Charnwood Neighbourhood Housing;
21. To accept collective responsibility for any decisions made;
22. To identify and undertake a personal development review and appraisal of performance, identify any training and development needs, and carry out training as required;
23. To ensure that personal interests do not come into conflict with the general responsibilities of being a Board Member;
24. To participate in decision making and Committee business;
25. To comply with the Board Member Code of Conduct; and
26. To attend an Exit Interview on your retirement from the Board.

Prepared by: Maria Maltby
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Charnwood Neighbourhood Housing

Date: 10 June 2010