



Role description Board Member

A Purpose of the Group Board

The purpose of the Board is to direct Selwood Housing Group affairs. Management is delegated to the group chief executive.

B Role summary

Role of the board member

In line with the duties set out in the Governance Manual, to act as a member of Selwood Group Board working collectively to achieve the following key tasks:

- Holding the vision and purpose of the organisation
- Setting strategic direction and agreeing group values
- Developing and agreeing the business and financial plan
- Agreeing a framework of policies and plans
- Ensuring that the organisation remains financially viable
- Approve each year's accounts
- Ensuring compliance with relevant legal and regulatory framework and funding requirements
- Being accountable to learners, customers, funders, commissioners and other stakeholders
- Fulfilling the employment responsibilities for all staff
- Promoting Selwood Housing Group and its work
- Developing Board effectiveness and skills
- Reviewing and monitoring Selwood Housing Group performance and managing risk
- Monitor the company's performance in relation to its strategies, plans, budgets, controls, reporting on contracts and decisions and also in the light of customer feedback and the performance of comparable organisations
- There is also the opportunity for some board members to sit on Selwood Housing Group committees for example covering governance and audit.



C Specific tasks and responsibilities

1. Common responsibilities

- All Selwood Housing Group board members share responsibility for decisions. Each should act primarily in the interests of Selwood Housing Group objectives and not on behalf of any constituency or interest group.

2. Key tasks

- On appointment, working through a structured induction programme, and thereafter, participating where possible in appropriate activities to develop relevant skills and knowledge. These activities may include training sessions, visits, background reading, attendance at conferences or seminars etc.
- Preparing for Board and committee meetings by reading the papers.
- Attending Board and committee meetings and general meetings of the Selwood Housing Group. Constructively participating in discussions and decision making and supporting the Chair in progressing the Board's business.
- Attending 'away events' with the group board and senior staff (approximately 2 days per year) to work on specific topics.
- Participating in activities designed to review and develop the Board's effectiveness.
- Promoting and supporting Selwood Housing Group, its work and its reputation in the wider community.

G Equality & diversity

All board members must comply with the company equality and diversity policy, ensuring that at all times behaviour is fair and non-discriminatory.



Person specification

	Essential	Desirable	How evidenced/ tested?
Qualifications			
Experience		Substantial experience of working at a senior level in a large organisation	
	Understanding or experience of the role of a non-executive board		
Abilities	Actively promotes equality and diversity and seeks to support the community in which we work		
	Able to commit the time needed to contribute fully to the work of the Board, meetings and preparation time plus training and away days		
	Able to act in the overall interests of Selwood Housing Group putting aside personal and political beliefs and prejudices.		
	An ability to listen, analyse and question		
Skills	Skilled at expressing yourself clearly particularly orally		
	Has good literacy, verbal reasoning and numeracy skills		
Knowledge & understanding	Understand the importance and purpose of meetings and be committed to preparing for them adequately and attending them regularly	Understanding of social housing, communities and the work of housing associations	
		Commercial understanding and awareness	



	Essential	Desirable	How evidenced/ tested?
Attitude	Committed to acting in the best interests of Selwood Housing Group without seeking to represent or act on behalf of other groups or individuals, including, learners, funders and other community groups or bodies		
Other requirements	Commitment to attend training and other development events		
	Actively promotes equality and diversity and seeks to support the community in which we work		