**Trafalgar Housing Association**

**Statement of board member roles and responsibilities**

**1. Introduction**

This statement sets out the roles and responsibilities associated with being a board member of Trafalgar Housing Association.

Trafalgar is a Registered Social Landlord and a registered Scottish Charity. It is committed to effective governance, and takes account of (and aims to achieve continuing full compliance with) the expectations and requirements of the Regulatory Standards of Governance and Financial Management published by the Scottish Housing Regulator, and any relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).

The board is responsible for directing the affairs of the Association, and for its leadership, strategic direction and control, with the aim of achieving good outcomes for its tenants and other service users (Rule 45).

This statement should be read in conjunction with Trafalgar’s Rules and Standing Orders.

**2. Key expectations of the role**

The board’s key role is to ensure that Trafalgar is managed efficiently and effectively and in accordance with the requirements of the law, regulatory and financial requirements and best practice, in order to deliver sustainable good outcomes for its tenants. Board members should conform to the highest standards of performance and conduct.

The board operates under the leadership and guidance of the Chair, and works in partnership with the Director and other members of the management team to ensure the long-term success of the Association.

Each board member must accept and share collective responsibility for the decisions taken by the board of management. Each board member is expected to contribute actively and constructively to the work of the Association. Regardless of the appointment of any office bearers, all members are equally responsible for the decisions made.

Each board member must always act only in the best interests of Trafalgar, its tenants and other service users, and not on behalf of any interest group, constituency or other organisation. Board members cannot act in a personal capacity to benefit themselves or someone they know.

Trafalgar has agreed a Code of Conduct for its board members, which every member must sign on appointment, and annually thereafter, as evidence of their intention to comply fully with its requirements.

Trafalgar’s board is accountable to the shareholding membership of the Association. The roles and responsibilities set out in this statement apply to all members of the board, including co-opted members.

**3. Key responsibilities**

The key responsibilities associated with being a board member of Trafalgar Housing Association are:

* To oversee and set the long-term strategic direction for the Association;
* To ensure that the board fulfils its duties and responsibilities for the proper governance of the Association;
* To determine and regularly review the Association’s values, strategic aims and performance standards;
* To promote and uphold the Association’s values;
* To ensure the Association is adequately resourced to achieve its objectives and meet its obligations;
* To approve key policies to allow the organisation to achieve its objectives;
* To ensure that performance is monitored and managed through internal controls and delegation.

**4. Duties and tasks to fulfil the key responsibilities**

* Set the vision, purpose and key strategic objectives for Trafalgar as part of the annual review and approval of the business plan;
* Approve policies, strategies and plans to achieve those objectives;
* Ensure that risks are assessed, managed and regularly reviewed, and that an effective risk management framework is maintained;
* Be satisfied that the Association’s affairs are conducted lawfully, in compliance with its Rules and other statutory requirements, and also in accordance with regulatory requirements and accepted standards of performance and probity;
* Approve each year’s budgets and updated financial projections, and annual Financial Statements prior to publication;
* Ensure that the board receives regular financial information; satisfy itself as to the integrity of the financial information; and ensure that lender requirements are complied with;
* Monitor the Association’s performance in relation to plans, budgets, controls, decisions made and the requirements of the Scottish Social Housing Charter;
* Establish and monitor mechanisms for communicating, receiving and responding to feedback from tenants, other service users and key stakeholders;
* Determine and oversee a framework of delegation and systems of control;
* Ensure that internal controls and systems are audited and reviewed regularly.