

Role Description for Governing Body Members of
Trafalgar Housing Association
(Based on SFHA model role description)

1. Introduction

“The Governing Body 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 Governing Body Member (GBM) of THA (Trafalgar Housing Association). It should be read in conjunction with Trafalgar Housing Association’s Rules and Standing Orders.
- 1.2 Trafalgar Housing Association is a Registered Social Landlord. 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 Trafalgar Housing Association encourages people who are interested in the Association’s work to consider seeking election as a GBM and is committed to ensuring broad representation from the communities that it serves. GBMs 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 governing body 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 Governing Body, whether elected or co-opted, new or experienced. It is subject to periodic review.

2. Primary Responsibilities

- 2.1 As a GBM your primary responsibilities are, with the other members of the Governing Body, to
 - Lead and direct Trafalgar’s work
 - Promote and uphold Trafalgar’s values
 - Set and monitor standards for service delivery and performance
 - Control Trafalgar’s affairs and ensure compliance
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- 2.2 Responsibility for the operational implementation of Trafalgar Housing Association's strategies and policies is delegated to the Director.

3. Key Expectations

- 3.1 Trafalgar Housing Association has agreed a Code of Conduct for Governing Body Members. Each GMB is required to sign a copy of this document every year.
- 3.2 Each GBM must accept and share collective responsibility for the decisions properly taken by the Governing Body. Each GBM is expected to contribute actively and constructively to the work of Trafalgar Housing Association. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of Trafalgar Housing Association and its customers, and not on behalf of any interest group, constituency or other organisation. GBMs cannot act in a personal capacity to benefit themselves or someone they know.

4. Main Tasks

- To contribute to formulating and regularly reviewing Trafalgar Housing Association's values, strategic aims and performance standards
- To monitor Trafalgar Housing Association's performance
- To ensure that Trafalgar Housing Association 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 Trafalgar Housing Association is adequately resourced to achieve its objectives and meet its obligations
- To act, along with the other members of the governing body, as the employer of Trafalgar Housing Association's staff

5. Duties

- Act at all times in the best interests of Trafalgar Housing Association
- Accept collective responsibility for decisions, policies and strategies
- Attend and be well prepared for meetings of the governing body 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 Trafalgar Housing Association's governance and of your individual contribution to Trafalgar Housing Association's governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent Trafalgar Housing Association positively and effectively at all times, including in local communities and when attending meetings and other events
- Respect and maintain confidentiality of information
- Treat colleagues with respect and foster effective working relationships within the governing body and between the governing body 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 Trafalgar Housing Association's policy on managing conflicts of interest

6. Trafalgar Housing Association GBMs

- 6.1 (All GBMs are volunteers and receive no payment for their contribution). Trafalgar Housing Association has policies which prevent you or someone close to you from benefiting personally from your involvement with Trafalgar Housing Association, although these policies also seek to ensure that you are not unfairly disadvantaged by your involvement with Trafalgar Housing Association. All out of pocket expenses associated with your role as a GBM are fully met and promptly reimbursed.
- 6.2 In return for your commitment, Trafalgar Housing Association offers:
- A welcome and introduction when you first join the governing body;
 - Ongoing support
 - Clear guidance, information and advice on your responsibilities and on Trafalgar Housing Association'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

7. Review

- 7.1 This role description was approved by the Governing Body on XX. It will form the basis of the annual review of the effectiveness of your contribution to our governance. It will be reviewed by the Governing Body not later than XX.