



## **Management Committee Member's Role Description**

### **1. Your Role as a Management Committee Member**

- 1.1 This document provides a statement of the responsibilities attached to being a member of the Management Committee of Rosehill Housing Co-operative (Rosehill). It is intended to act as a reference for all those involved in the governance of Rosehill, including new and established Management Committee members and senior members of staff. This role description applies to all Management Committee members, whether they have been elected, co-opted or appointed.
- 1.2 The statement of responsibilities is consistent with the requirements of the Standards of Governance and Financial Management, published by the Scottish Housing Regulator. It is intended to establish and promote good governance within Rosehill, which is dependent on the Management Committee and senior staff working together in clearly defined functions and roles. This statement describes the function and role of a Management Committee Member of Rosehill.

### **2. What the Management Committee Is Responsible For**

- 2.1 The Management Committee has two primary functions:
  - to provide leadership to Rosehill and determine its strategy, and
  - to control Rosehill's affairs and ensure compliance.
- 2.2 The operational management of Rosehill is delegated to staff, within a framework of controls established by the Management Committee. These controls are the Standing Orders and Scheme of Delegation. Rosehill is committed to practicing good governance and this requires a strong element of partnership between the Management Committee and staff; it also demands mutual respect, trust and support and a professional relationship.
- 2.3 Rosehill has agreed a remit for the Management Committee and for the Sub-Committees that support the Management Committee's work. Those remits form part of Rosehill's Standing Orders.

### **3. What Rosehill Expects of Management Committee Members**

- 3.1 Each individual member is expected to contribute constructively to the work of the Management Committee. The effective collective performance of the Management Committee depends on members recognising and fulfilling their individual responsibilities.
- 3.2 All members share and must accept collective responsibility for the decisions properly made by the Management Committee. All members are equally responsible in law for the decisions made. Each must act only in the best interests of ROSEHILL and its customers, and not on behalf of any constituency, other organisation or interest group. Rosehill has agreed a Code of Conduct for Management Committee Members which every member is required to sign on an annual basis.
- 3.3 Every individual member is expected to:
  - Uphold Rosehill's values, objectives and policies
  - Contribute to and accept responsibility for the Management Committee's decisions
  - Uphold and promote the principles of equality and diversity in Rosehill's governance
  - Treat all colleagues on the Management Committee with consideration, and foster mutual respect and trust
  - Prepare for meetings and attend regularly and punctually
  - Attend relevant training sessions and events
  - Attend and participate in reviews of the collective performance and effectiveness of the Management Committee
  - Attend and participate in annual reviews of their own contribution to Rosehill's governance
  - Represent Rosehill positively and appropriately
  - Be aware of Rosehill's restrictions on entitlements, payments and benefits and follow Rosehill's policy on managing these restrictions
  - Not accept any offers of gifts or hospitality which could be seen as a way of exercising, or seeking to exercise, an improper influence over decision making
  - Declare any personal or other interests which could potentially conflict with those of Rosehill
  - Not engage in any activity which could be detrimental to Rosehill's interests
  - Respect confidentiality of information where appropriate
  - Keep individual learning and knowledge of the local and national operating environments, and the impact that these have on ROSEHILL, as up to date as possible in order to make well informed decisions

- Adhere to the principles and the expectations set out in the Regulatory Standards of Governance and Financial Management, published by the Scottish Housing Regulator, and other regulatory codes that are relevant to Rosehill

3.4 An estimate of the annual time commitment which is expected of ROSEHILL Management Committee members is as follows:

Attendance at 12 meetings of the Management Committee	24 hours
Reading and Preparation for Management Committee meetings	24 hours
Attendance at up to 4 meetings of Sub - Committees	08 hours
Reading and Preparation for sub-committee meetings	08 hours
Attendance at annual planning and review event	08 hours
Preparation for and attendance at annual governance review	4 hours
Training and Conference attendance	40 hours
Minimum total time commitment (daily equivalent)	17 days

It is stressed the above time commitments are illustrative only and may subsequently vary. Office bearers (Chairperson and Secretary) have additional responsibilities.

### **What Rosehill Offers Management Committee Members**

Rosehill is committed to ensuring that the Management Committee collectively and its members individually are able to exercise their roles and responsibilities effectively. It recognises that committee members require support and assistance to carry out their responsibilities, and to make their role a rewarding and satisfying one.

In return for their commitment and time, Rosehill provides its Management Committee members with

- A welcome and introduction when they first join and ongoing support thereafter
- Clear guidance, information and advice on their responsibilities and on the work of the Rosehill
- Formal induction training to assist them to settle in
- The support of a more experienced member as a mentor for a minimum period of six months after joining

- Papers which are clearly written and presented, and circulated in advance of meetings
- The opportunity to put members' experience, skills and knowledge to constructive use
- The opportunity to develop members' own knowledge and personal skills
- The opportunity to work in a stimulating and mutually supportive environment
- The chance to network with others with shared commitment and ideals
- The opportunity to stand for one of the office bearer positions

All members of the Management Committee are volunteers and receive no payment for their contribution. In accordance with regulatory advice, Rosehill applies restrictions which prevent Management Committee members or their close relatives benefiting personally from their involvement with Rosehill. However, all expenses associated with the role of Management Committee members are fully met and promptly reimbursed. No Management Committee Member is expected to be out of pocket as a result of any work on behalf of Rosehill.

In carrying out periodic reviews of its governance arrangements, Rosehill examines the effectiveness of these support arrangements.