

BUIDHEANN TIGHEADAS LOCH AILLSE AGUS AN
EILEIN SGITHEANAICH
LOCHALSH AND SKYE HOUSING ASSOCIATION

Membership of the Management Committee

Information Pack and Application Form

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MANAGEMENT COMMITTEE MEMBERSHIP

INFORMATION FOR PROSPECTIVE MEMBERS

INTRODUCTION

Lochalsh and Skye Housing Association is a registered social landlord first established in 1983. The Association is registered with Communities Scotland, the Financial Services Authority and with the Office of the Scottish Charity Regulator. It is also a member of the Scottish Federation of Housing Associations.

OUR AIMS

To work in partnership to provide access to high quality affordable housing solutions and related services and to contribute to the improvement of the social, economic and cultural wellbeing of the whole community.

MEMBERSHIP OF THE ASSOCIATION

The Association is formed from a membership base of individuals and organisations who hold one-off share subscriptions of one pound. We encourage the widest possible membership to reflect the interests of the community we serve. We particularly encourage residents, our tenants, sharing owners and community and representative groups to become members and to participate in the activities of the Association.

All members of the Association are entitled to:-

- attend the Annual General Meeting
- receive a copy of our Annual Report and Financial Statements
- have voting rights in respect of the election of the Management Committee.

MANAGEMENT COMMITTEE

The Association is controlled by a voluntary, unpaid Management Committee which can consist of up to 15 members.

The main responsibilities of the Committee include:-

- setting the Association's Aims and Objectives
- agreeing strategies to achieve the Aims and Objectives
- considering and approving policies and procedures
- ensuring adequate resources to carry out the activities of the Association
- taking legal responsibility for the Association and its actions.

The Management Committee employ staff to provide information and advice to them and to carry out the day to day administration of the Association's activities.

A copy of the Job Description for Management Committee members is included in this Information Pack.

CRITERIA FOR MEMBERSHIP OF THE MANAGEMENT COMMITTEE

The Association's policy on membership of the Management Committee is designed to ensure that:-

- As far as is practicable, the Management Committee is broadly representative of the Association's geographical area of operation.
- The Management Committee is composed of members with a diversity of skills, knowledge and experience which will enable it to discharge its responsibilities fully.
- Opportunities are provided for tenant, sharing owner and equity sharer membership.

In addition, the following criteria also apply: -

- Individuals must be a member of the Association and aged 18 or over in order to be elected to or to fill a casual vacancy on the Management Committee.
- Co-opted members do not necessarily have to be members of the Association but they cannot make up more than one-third of the total number of the Committee.
- An employee of the Association or a close relative of an employee may **not** be a Committee Member.

APPLYING FOR MEMBERSHIP OF THE MANAGEMENT COMMITTEE

Members can be **elected** to the Management Committee in accordance with Rules 40-42 at the Annual General Meeting.

Applicants who wish to fill a **casual vacancy** or be **co-opted** to the Management Committee will complete the Membership of the Management Committee Application Form and return it to the Association.

The Management Committee will consider applications at the meeting following receipt of the application or as soon as possible thereafter. In assessing applications, the Management Committee will consider the criteria for membership and the duties set out in the Management Committee Member Job Description. The Management Committee will also consider any deficiencies within the current Management Committee membership and also take account of any imbalances that may exist with regard to gender, age and representation from ethnic or minority groups.

Applicants will be advised of the outcome of their applications within 10 working days of the Management Committee meeting. New Management Committee members will be invited to the next scheduled Management Committee meeting.

Co-opted members will have their membership of the Management Committee reviewed annually in accordance with the Rules.

TERMINATION OF MEMBERSHIP

The circumstances under which members have to leave or are no longer eligible to be Management Committee members are detailed in Rules 43.1, 43.2, 44.1 and 44.2.

TRAINING

The Association will provide a comprehensive Induction Training Pack for all new members which will be available in written form and on the Association's web pages. In addition, the Association will arrange appropriate courses for identified training needs of new Management Committee members.

PAYMENTS

Management Committee members are not paid but they are eligible to claim the costs of all reasonable out of pocket expenses incurred in carrying out their duties. These expenses can include travel costs, childcare, meals, etc. The Association has detailed policies on the payment of expenses and other matters relating to Committee Membership.

If you wish to be considered for membership of the Management Committee, please complete the enclosed Application Form and return it to us.

Enc: Management Committee Member Job Description
Membership of the Management Committee Application Form

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JOB DESCRIPTION

1. POST TITLE: MANAGEMENT COMMITTEE MEMBER

2. RESPONSIBLE TO: Management Committee

3. JOB PURPOSE

- 3.1 To ensure that the Association is managed effectively and in line with the requirements of the law, Communities Scotland and best practice.
- 3.2 To uphold the good name of the Association and the principles for which it stands.

4. MAIN DUTIES – WORKING AS PART OF THE MANAGEMENT COMMITTEE

- 4.1 To ensure that the Association operates within the law, its Rules and procedures, and the standards laid down by the SFHA, Communities Scotland and other regulatory bodies.
- 4.2 To provide collective leadership and to work with senior staff in setting the direction, objectives and culture of the organisation. To review the direction and objectives of the Association on a regular basis.
- 4.3 To recognise the Association's duties to tenants, applicants, service-users and other stakeholders and to ensure that the Association encourages participation and consultation.
- 4.4 To review and agree policies and procedures which achieve the Association's objectives.
- 4.5 To protect the assets of the Association and to approve each year's budget. To exercise regular control over the Association's financial performance.
- 4.6 To provide adequate control of the Association's activities, ensuring that the Association works to agreed objectives and targets and that any risks and legal requirements are reported and dealt with.
- 4.7 To ensure that the Association reviews its performance across all areas on a regular basis.
- 4.8 To understand the role of the management committee as the employer of staff and to support them as necessary. To delegate appropriate authority to them and to receive clear reports on targets, performance, variances and trends.

4.9 To ensure that the management committee maintains a balance of skills, experience and diversity within its membership and to regularly review recruitment and training practices.

5. MAIN DUTIES – WORKING AS AN INDIVIDUAL

5.1 To act with personal integrity at all times and to declare any conflicts of interest, abide by the SFHA's Code of Conduct for management committee members, any specific code of the Association and maintain the interest and good name of the Association and its management committee.

5.2 To treat all information gained by virtue of being a management committee member in strictest confidence while promoting an ethos of openness and accountability.

5.3 To abide by and promote the Association's commitment to equality.

5.4 To attend management committee and sub-committee meetings regularly, participate in discussions and decision-making and abide by the decisions made. To give adequate notice and apologies when unable to attend.

5.5 To read all reports and committee papers in advance of meetings and to raise questions about any areas which require clarification or further information.

5.6 To consider all options presented by staff in reports and papers and make clear decisions or request deferment of decisions until sufficient information is available or clarification received.

5.7 To attend any course or conference organised or agreed by the Association and to be aware of general policy developments related to the Association's work.

5.8 To represent the Association as required and to promote the Association's policies, objectives and good name. To inform interested parties about the work of the Association, the possibilities of membership, and the role of the management committee member.

5.9 To support all decisions taken by the management committee.

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MEMBERSHIP OF THE MANAGEMENT COMMITTEE APPLICATION FORM

I have read the Information Pack on membership of the Management Committee and now apply for membership.

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|-------------------------------|------|------|--------|
| Full Name (Block Capitals) | | | |
| Address: | | | |
| Postcode: | | | |
| Telephone: | Home | Work | Mobile |
| E-mail Address: | | | |
| Date of Birth: | | | |
| Signed: | | | |
| Date: | | | |

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| EDUCATION (brief details of qualifications held, if any) |
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| EMPLOYMENT HISTORY (brief details of name of employer/positions held) |
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| VOLUNTARY WORK (brief details of any unpaid work carried out) |
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