

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

# **Membership of the Management Committee Policy and Procedures**

<b>DATE APPROVED:</b>	<b>12 March 2007</b>
<b>APPROVED BY:</b>	<b>Management Committee</b>
<b>REVIEW DATE:</b>	<b>September 2011</b>

# **MEMBERSHIP OF THE MANAGEMENT COMMITTEE POLICY AND PROCEDURES**

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# **MEMBERSHIP OF THE MANAGEMENT COMMITTEE POLICY AND PROCEDURES**

## **1. INTRODUCTION**

1.1 Lochalsh and Skye Housing Association is a registered social landlord first established in October 1983. This Association is controlled by a voluntary, unpaid Management Committee which shall have a minimum of 7 and a maximum (including co-optees) of 15 members. This Membership of the Management Committee Policy 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.
- The Management Committee is well informed and receives appropriate levels of training and support.

## **2. PROMOTION OF MEMBERSHIP**

2.1 The Association will actively promote membership of the Management Committee and will seek to appoint the maximum number of members allowable under its Rules.

2.2 Information on membership of the Management Committee will be provided to residents, tenants, community and representative groups, the local authority and advice groups.

2.3 Information will be made available in written form and also through the Association's web pages. Written information includes a Membership of the Management Committee Information Pack, articles in our Newsletters and Annual Reports and occasional adverts and articles in the local press. The Information Packs will be made available in our offices and on request. They will also be provided to all new members of the Association on approval of their application for membership.

2.4 The Association has a detailed Job Description for Management Committee members setting out their roles and responsibilities. This is included in the Information Pack.

### **3. CRITERIA FOR MEMBERSHIP**

- 3.1 The Association seeks to achieve the broadest and most representative membership of the Management Committee possible regardless of age, colour, race, nationality, religion, class, mental health, ethnic or national origins, gender, disability, sexual orientation, family circumstances or marital status.
- 3.2 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.
- 3.3 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.
- 3.4 An employee of the Association or a close relative of an employee may **not** be a Committee Member.

### **4. APPLYING FOR MEMBERSHIP**

- 4.1 Members can be elected to the Management Committee in accordance with Rules 40-42 at the Annual General Meeting.
- 4.2 Applicants who wish to fill a casual vacancy or be co-opted to the Management Committee will complete the Management Committee Membership Application Form and return it to the Association.
- 4.3 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 objectives of this policy as set out in Paragraph 1.1 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.
- 4.4 Applicants will be advised of the outcome of their applications within 10 working days. New Management Committee members will be invited to the next scheduled Management Committee meeting.
- 4.5 Co-opted members will have their membership of the Management Committee reviewed annually in accordance with the Rules.

### **5. TERMINATION OF MEMBERSHIP**

5.1 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.

## 6. **TRAINING**

6.1 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.

6.2 A skills audit and training needs assessment of all Management Committee members will be carried out periodically and identified training needs will be included within the Association's Training Plan.

## 7. **REVIEW**

7.1 This policy was approved by the Management Committee on 12 March 2007 and will be reviewed by the Management Committee or Sub-Committee set up for that purpose no later than September 2011.

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