

## **Board Member Role Profile**

### **Key Responsibilities:**

As a member of the Board of Management

1. To oversee and set the long term strategic direction for the organisation, in support of the Association's Business Plan
2. To ensure that the board fulfils its duties and responsibilities for the proper governance of the organisation including compliance and monitoring risk
3. To ensure an effective business plan and budget is in place
4. To ensure that performance is monitored and managed through internal controls and delegation
5. To approve key policies to allow the organisation to achieve its objectives

### **Duties and tasks to fulfil the key responsibilities:**

- 1. To oversee and set the long term strategic direction for the organisation including monitoring risk**
  - To collectively set the strategic objectives and high-level policies for the organisation;
  - To contribute to establishing a framework for approving policies and plans to achieve those objectives
  - To uphold and promote the core policies, purpose, values and objectives of the Association
  - To ensure major risks are reviewed regularly and an effective risk management framework is maintained
  - To keep abreast of current developments and thinking in the sector including matters relating to housing, social policy, regulation and investment.
- 2. To ensure that the board fulfils its duties and responsibilities for the proper governance of the organisation including compliance**
  - To act reasonably and always in the best interests of the organisation, and comply with its code of conduct; to act as an ambassador for the Association.
  - To contribute to and share responsibility for decisions of the Board and any committee of the Board of which you are a member;
  - To work in partnership with the Company Secretary and Senior Managers; to challenge colleagues constructively;

- To satisfy yourself that the Association's affairs are conducted lawfully and in accordance with regulatory requirements and generally accepted standards of performance and probity;
- To engage effectively with key stakeholders as required, particularly residents;
- To comply fully with the organisation's Governing Instrument including policies, procedures and standing orders

**3. To ensure an effective business plan and budget is in place**

- To satisfy yourself as to the integrity of financial information, and ensure that all loan covenants are complied with;
- To approve each year's accounts prior to publication and approve each year's budget and business plan;

**4 To ensure that performance is monitored and managed through internal controls and delegation**

- To ensure there are appropriate mechanisms, both internal and external, to verify that the board receives a balanced and accurate picture of how the organisation is performing
- To ensure that an adequate schedule of delegated authorities is in place and that internal controls and systems are audited and reviewed regularly;
- To monitor performance at a strategic level in relation to plans, budgets, controls and decisions;
- To participate in regular reviews of Board performance, and in Board Member appraisal; to participate in Board development and training, and in other learning activities as required.