

**Arawak Walton Housing Association
Job Description
Board Member**

Summary of key aspects of the role

Board members play a critical role in the success of our association. They, together with the Executives:

- Help to determine and take forward the strategic objectives of the association;
- hold the accountability for ensuring the association acts within the law, with probity and concern for appropriate identification and management of risk;
- act as ambassadors for Arawak Walton, and influence and network with our stakeholders, in service of our vision;
- ensure we attract, motivate and retain the best available skilled and talented people to work for the association;
- play a key role in engaging with residents, partners and other stakeholders to achieve success in our stated goals;

1. Role and responsibilities of Board members

- 1.1 A commitment to the values and objectives of the association.
- 1.2 A commitment to the association's core policies.
- 1.3 A commitment to abide by the association's Code of Conduct and Confidentiality Policy.
- 1.4 An obligation to contribute to, and share responsibility for the Board's decisions.
- 1.5 An obligation to read Board papers.
- 1.6 An obligation to attend meetings, training sessions and other events including Board member appraisal requirements.
- 1.7 An obligation to work supportively with the executive team to deliver the objectives of the association.
- 1.8 An obligation to declare any relevant interests.
- 1.9 A commitment to equality and diversity.

2. Recognised skills and experience

It is anticipated that Board members will be appointed for certain specialist skills, examples are noted below. Training and development opportunities will be offered to ensure all members achieve an appropriate level of understanding in the majority of areas noted below.

- 2.1 General business skills, including the management of staff and property.
- 2.2 Financial skills.
- 2.3 Community relations and needs, including equal opportunities.
- 2.3 Development and building skills.
- 2.4 Personnel skills.
- 2.5 Knowledge of residents' and tenants' issues.
- 2.6 Knowledge of working with local authorities.
- 2.7 Legal skills.
- 2.8 Making public presentations.
- 2.9 Knowledge of the housing needs of the association's main client group.

3. Personal competencies

- 3.1 Respects the role of others in the decision making process
- 3.2 Demonstrates self management
- 3.3 Is open to personal development
- 3.4 Demonstrates long term strategic thinking
- 3.5 Capable of analysing facts and data to determine key issues
- 3.6 Applies specialist knowledge appropriately

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I confirm that I have read and understood the requirements of the above Board member job description and agree to abide by its requirements.

Name.....

Signed.....

Dated.....

Approved by the Board - July 2012