

PARKHEAD HOUSING ASSOCIATION LTD.

TASK PROFILE

Title:	Board Member
Grade:	Voluntary Position [expenses paid]
Responsible to:	Association's members, residents and community
Duration:	Elected/re-elected at Annual General Meeting Co-optees re-appointed annually

BOARD MEMBERS' PRIME PURPOSE

To be collectively responsible for the governance of the Association and to ensure that it is effectively and properly managed with current Legislation and Regulatory parameters.

GENERAL AIMS

The Board is responsible for giving strategic direction, ensuring accountability and legal obligations are met, managing people and resources and managing itself.

All Board Members must ensure that they are equipped to undertake the key tasks of the Board and Sub-Committees.

KEY TASKS

- ❖ Attending meetings
- ❖ Joining at least one Sub Committee
- ❖ Maintaining knowledge of local issues and of housing related activities
- ❖ Using knowledge to guide the strategy of the Organisation and to make effective decisions regarding this
- ❖ Supporting fellow Board Members in their roles
- ❖ Ensuring a long term strategy is in place and using the strategy to steer the Organisation
- ❖ Seeking professional advice where necessary and keeping up to date with legislative and other requirements
- ❖ Ensuring the Board itself is operating effectively
- ❖ Approving and annual Budget for the Association and ensuring that effective financial and performance management systems are in place

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MEMBER SPECIFICATION

Essential

- ❖ A demonstrable interest in and commitment to the Association
- ❖ A willingness to devote the necessary time and effort to attend meetings as detailed above and the Annual General Meeting
- ❖ Willingness and ability to represent the Association
- ❖ An understanding and acceptance of the legal duties, collective responsibilities and liabilities of the Board
- ❖ An ability to work effectively as part of the Board
- ❖ A willingness to attain new skills and knowledge

Desirable

Expertise, Skills and Experience in one of the following areas:

- ❖ Financial expertise
- ❖ Project management and funding
- ❖ Business development, e.g. business planning
- ❖ Employment/HR expertise
- ❖ Strategic development and management
- ❖ Development activities
- ❖ People who have a personal or professional interest in housing and the social rented sector
- ❖ Local knowledge of the issues affecting the communities within which the Association operates, and a desire to improve these
- ❖ Commitment to representing the views of local residents and commitment to ensuring our residents are provided with a professional and effective service from the Association