

ARCON HOUSING

BOARD MEMBER

ROLE DESCRIPTION

Purpose:

1. To provide direction to Arcon by thinking and operating strategically.
2. To make sure the board has a good overview of the Association's business and is sure it meets regulatory and legal requirements.
3. To use their skills, knowledge and network's to promote Arcon and show the organisation in the best possible light.

Board Member Responsibilities:

1. Help design and then support and promote the Association's values so that they are "alive" in the work of the board.
2. Have Arcon's best interests at heart and stick to the Code of Conduct.
3. To really get to know the Association and what makes it tick.
4. Behave with integrity and show how important the fundamental values of equality and diversity are.
5. Act with commitment and a can-do attitude.
6. Make sure the board uses proper controls to monitor how well the business is doing.
7. Know the risks to business and what to do about them, without being so cautious it stunts growth.
8. Remember that the board takes decisions collectively and everyone shares that responsibility.

Key Areas:

1. Read the Code of Governance and remember that it guides the work of the board.
2. To prepare for and attend Board meetings by going through the reports carefully and asking advice if needed. It's up to you to make sure you are ready to make robust decisions that stand up to challenge.
3. To be prepared to genuinely contribute to planning for the future.
4. Make sure the association is viable by monitoring financial performance and taking action when needed.
5. Play by the rules as set down by regulators, lenders and partners.
6. Be open to looking at your own performance and willing to take part in the annual board appraisal.
7. To play your part in building constructive relationships outside the organisation that will have benefits for Arcon.
8. To participate in training programmes arranged by Arcon to help you achieve development targets identified as part of the annual appraisal.
9. To use information technology and other resources to broaden your knowledge and keep up to date with what's new within the sector.

Time Commitment:

In order to be an effective Board member at Arcon, you need to consider the following time commitments:

- ◆ Attendance at Board meetings (currently approximately 2 hours every 2 months) plus any necessary preparation.
- ◆ Attendance at briefing sessions which take place prior to Board meetings.
- ◆ Attendance at annual Board conference and any Board planning events.
- ◆ Attendance at relevant internal training sessions.
- ◆ Attendance at ad-hoc events, e.g. tenant groups, community initiative launches, staff team building and partnership events and conferences, dinners and lunches with funders and regulators, together with undertaking a networking and lobbying role on behalf of the organisation.

Key Competencies:

- ◆ Willing to keep abreast of all developments in social housing and maintain a good understanding of the business needs of the association.
- ◆ To be inventive and not afraid to present ideas and new ways of doing things.
- ◆ To have the ability to consider the customer.
- ◆ Develop analytical skills to undertake long term strategic/objective decisions to make sure the Association remains viable and grows.
- ◆ To understand financial and business risk and be able to use this in forward planning issues.
- ◆ To evaluate and monitor how Value for Money is applied across the organisation.
- ◆ To act in a professional manner at all Board meetings.
- ◆ To critically evaluate and challenge executive officers, if required.
- ◆ To make sure the Association complies with all its covenants and business/corporate targets and ensure strategic guidance over such matters.
- ◆ To have excellent communication skills and the ability to convey your thoughts and comments to colleagues.
- ◆ To work as part of the team.