



ROLE DESCRIPTION FOR BOARD MEMBERS

This document provides a statement of the responsibilities attached to being a member of Bield's Board. It is intended to act as a reference for all those involved in the governance of Bield, including new and established Board members and senior members of staff. This role description applies to all Board members, whether they have been elected, co-opted or appointed.

The statement is consistent with the principle set out in guidance relating to Standard 1 of the Regulatory Standards of Governance & Financial Management, published by the Scottish Housing Regulator, that governing body members and senior officers understand their respective roles, and working relationships are constructive and effective. The governing body provides the necessary challenge and holds the senior officer to account for his/her performance.

What the Board is responsible for

The Board has three primary functions:

- To provide leadership to Bield and determine its strategy
- To control Bield's affairs and ensure compliance
- To promote and represent Bield

The operational management of Bield is delegated to staff, within a framework of controls established by the Board. These controls are the Standing Orders and Scheme of Delegation. Bield is committed to practising good governance and this requires a strong element of partnership between the Board and staff, and demands mutual respect, trust and support.

Bield has agreed a remit for the Board and are currently reviewing the subcommittee structure for the operational Committees that support the Board's work. These Committees are the Performance and Audit Committee and the People & Staff Governance Committee and the soon to be Assets Committee. The remits form part of Bield's Standing Orders.

What Bield expects of Board members

Each individual member is expected to contribute constructively to the work of the Board. The effective collective performance of the Board depends on members recognising and fulfilling their individual responsibilities.



All members share and must accept collective responsibility for the decisions properly made by the Board. All members are equally responsible in law for the decisions made. Each must act only in the best interests of Bield and its customers, and not on behalf of any constituency, other organisation or interest group. Although members may have been elected, nominated or appointed by a particular stakeholder group, their overriding loyalty must be to Bield as a whole. Bield has agreed a Code of Conduct for Board Members which every member is required to sign on an annual basis.

Every individual member is expected to:

1. Uphold Bield's values, objectives and policies.
2. Contribute to and accept responsibility for the Board's decisions.
3. Uphold and promote the principles of equality and diversity in Bield's governance.
4. Treat all colleagues on the Board with consideration, and foster mutual respect and trust.
5. Prepare for meetings and attend regularly and punctually.
6. Attend relevant training sessions and events.
7. Attend and participate in reviews of the performance and effectiveness of the Board.
8. Represent Bield positively and appropriately.
9. Be aware of the restrictions on payments and benefits and follow Bield's policy on managing these restrictions.
10. Not accept any offers of gifts or hospitality which could be seen as a way of exercising an improper influence over decision making.
11. Declare any personal or other interests which could, or could be seen to, potentially conflict with those of Bield.
12. Not engage in any activity which could be detrimental to Bield's interests.
13. Respect confidentiality of information.
14. Keep his or her own learning and knowledge of the local and national operating environment and the impact that this has on Bield, as up to date as possible, in order to make well informed decisions.
15. Adhere to the principles and the expectations set out in the Regulatory Code of Governance published by the Scottish Housing Regulator and other regulatory codes and legislation relevant to Bield.



An estimate of the likely annual time commitment which is expected of Bield Board Members is as follows:

Attendance at all meetings of the Board	7 meetings per year, including pre-Board sessions (7 full days)
Reading and preparation for Board meetings	Approximately 1 full day
Attendance at meetings of sub-Committees*	Performance & Audit Committee – 4 meetings per year, approximately half a day per meeting. People & Staff Governance Committee – at least 2 meetings per year, approximately half a day per meeting.
Reading and preparation for Committee meetings	Approximately half a day
Attendance at annual planning and review event (Away Day)	1 full day
Participate in annual Board Conversations with Board Chair to review past year	2 hours per year
Attendance at site visits/visits to developments	At least one full day of visits per year
Membership of Working or Advisory Groups	As and when required
Training and Conference attendance	Dependent on type of training/conference and not compulsory

*Sub-committees of the Board are currently being reviewed.

It is stressed the above time commitments are illustrative only and may subsequently vary. Bield Office Bearers have additional responsibilities.



What Bield offers Bield Board members

Bield is committed to ensuring that the Board and its members are able to exercise their roles and responsibilities effectively. It recognises that members require support and assistance to carry out their responsibilities, and to make their role a rewarding and satisfying one.

In return for their commitment and time, Bield provides its Board members with:

- A welcome and introduction when they first join and ongoing support thereafter.
- Clear guidance, information and advice on their responsibilities and on Bield's work.
- Formal induction training to assist them to settle in.
- The support of a more experienced board member as a mentor after joining.
- The assistance of staff to assist members with appropriate support, resources and training to enable members to carry out their duties.
- Papers which are clearly written and presented, and circulated in advance of meetings.
- The opportunity to make constructive use of members' experience, skills and knowledge.
- The opportunity to develop members' own knowledge and personal skills.
- The opportunity to work in a stimulating and mutually supportive environment.
- The chance to network with others with shared commitment and ideals.

All members of the Board are volunteers and receive no payment for their contribution. All expenses associated with the role of Board members are fully met and promptly reimbursed. No Board member is expected to be out of pocket as a result of any work on behalf of Bield.

In carrying out periodic reviews of its governance arrangements, Bield examines the effectiveness of these support arrangements.