



1986-2016: Celebrating 30 years working in the community

Policy on :	Roles, duties and authority of Chairperson, Barrhead Housing Association
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Compliant with Scottish Housing Regulator's Regulatory Framework:	Standard 1 – leadership and direction/ Std 2- open and accountable/ std 4 – good quality info and decision making/ Std 5 – honesty and integrity/ std 6 – GB and staff have skills and knowledge.
Compliant with BHA Rules:	Rules updated 2020; Remit updated 2020
Compliant with Equal Opportunities :	Commitment within policy
Relationship with other policies:	BHA Rules Notifiable Events Governance Framework Code of Conduct Group Structure Agreements
Details of current office bearers:	Chairperson, Vice Chairperson, Convener of Audit and Risk, Convener of Staffing, Health and Safety,

Date for Approval :	January 2021
Date for review :	January 2024

Responsible Officer :	Chief Executive
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Role, Duties & Authority of Chairperson

Introduction

The Group consists of Barrhead Housing Association (the parent) and Lavern Property Services (the subsidiary). Each organisation will have a separate and independent Chairperson. The role of each Chairperson will be defined by BHA's 2020 Rules and for LPS, by the Articles of Association. This remit covers the Chairperson for Barrhead HA.

Role Description for Chair of BARRHEAD HOUSING ASSOCIATION

1. Introduction

1.1 This role description sets out the particular duties and responsibilities that attach to the Chair of BARRHEAD HOUSING ASSOCIATION [and to the Chairs of BARRHEAD HOUSING ASSOCIATION's sub-committees]. The responsibilities described here are additional to those set out in the governing body members' (GBM) role description. It should be considered alongside BARRHEAD HOUSING ASSOCIATION's Rules, Standing Orders, Code of Conduct and Entitlements, Payments and Benefits Policy .

1.2 This role description will be used to support the annual review of the governing body's effectiveness. It will be used to appoint the Chair [and sub-committee Chairs] after each AGM. GBMs who wish to be considered for this office will be invited to say how, if elected, they will carry out the duties that are set out here before the election takes place.

1.3 In the event that the Chair is unable to fulfil their responsibilities, the Vice Chair will carry out the duties of the Chair.

1.4 An overview of the Role of the Chair is outlined in BARRHEAD HOUSING ASSOCIATION's Rules.

1.5 The Chair will be elected by the governing body each year at the first governing body meeting following the AGM. Whilst the Chair of BARRHEAD HOUSING ASSOCIATION can be re-elected, in accordance with Rule [59.11] of BARRHEAD HOUSING ASSOCIATION's Rules, they cannot serve a continuous term of more than five years. There is no expectation that the Chair must serve the full five year maximum term.

2. Key Responsibilities

2.1 The Chair must act, and be seen to act, at all times on behalf of the governing body. The Chair's key responsibilities are:

- To lead the governing body constructively, provide direction and manage meetings effectively
- To develop and maintain a constructive and positive working relationship between the Chair, Chief Executive and senior staff
- To uphold BARRHEAD HOUSING ASSOCIATION's Code of Conduct and promote good governance

- Ensure decision making complies with Standing Orders and Scheme of Delegation
- To be a positive and effective ambassador for BARRHEAD HOUSING ASSOCIATION
- To ensure that BARRHEAD HOUSING ASSOCIATION's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required
- To be accountable for the actions of the Chair

3. Leadership and Direction

3.1 The Chair is expected to:

- Lead by positive action and example
- Represent BARRHEAD HOUSING ASSOCIATION positively and effectively
- Set the style and tone of governing body meetings to ensure effective and participative decision making
- Promote and uphold the Code of Conduct for BARRHEAD HOUSING ASSOCIATION's governing body
- Ensure that the necessary arrangements are in place to enable BARRHEAD HOUSING ASSOCIATION to honour its obligations, achieve its objectives and meet agreed targets
- Demonstrate and support the principles of good governance at all times
- Ensure that the governing body has access to the range of skills, knowledge and experience necessary for the achievement of BARRHEAD HOUSING ASSOCIATION's aims and objectives and for the fulfilment of the governing body's responsibilities
- Ensure that the governing body has access to the necessary advice, information and support to fulfil its responsibilities and that, where appropriate, external and/or specialist advice is sought
- Provide support to new and experienced governing body members by promoting access to relevant induction, training and development opportunities

4. Working with the Chief Executive

4.1 The Chair should:

- Establish a constructive relationship with the Chief Executive and ensure that their respective roles of leading and managing are recognised and promoted effectively.
- Ensure that the conduct of BARRHEAD HOUSING ASSOCIATION's business continues effectively between meetings of the governing body and act under delegated or emergency authority when necessary
- In the event of a vacancy, ensure that effective arrangements are implemented for the recruitment and appointment of a Chief Executive,

in accordance with BARRHEAD HOUSING ASSOCIATION's agreed recruitment practices

- Carry out, with at least one other governing body member, the Chief Executive's annual appraisal (including setting objectives, overseeing performance and requiring professional development) and report to the governing body.
- Ensure that appropriate arrangements are in place and implemented effectively for the support and remuneration of the Chief Executive
- In the event that it is necessary, be responsible for dealing with a grievance or disciplinary action in respect of the Chief Executive, in accordance with BARRHEAD HOUSING ASSOCIATION's agreed procedures

5. Promoting Good Governance

5.1 The Chair is required to:

- Promote and demonstrate the highest standards of ethical conduct and integrity
- Build and sustain constructive relationships with other office bearers, members of the governing body and senior staff
- Initiate any investigation under the terms of BARRHEAD HOUSING ASSOCIATION's Code of Conduct
- Chair all general meetings of BARRHEAD HOUSING ASSOCIATION in accordance with the Rules
- Chair all governing body meetings of BARRHEAD HOUSING ASSOCIATION, in accordance with the Rules and Standing Orders
- Ensure that all governing body members have access to appropriate information and have an opportunity to contribute to discussion and consideration of all matters requiring their attention
- Ensure that effective induction and ongoing training and support are provided to all governing body members and that annual performance reviews are conducted in accordance with BARRHEAD HOUSING ASSOCIATION's policy
- Manage meetings inclusively and effectively to ensure that there is sufficient time for the consideration of all relevant issues; for performance to be monitored effectively and for risk to be assessed realistically
- Ensure that all delegated authorities are monitored and reporting arrangements are implemented effectively

6. Conduct of HA's Business

6.1 The Chair is expected to:

- Ensure that BARRHEAD HOUSING ASSOCIATION's business is efficiently and accountably conducted between governing body meetings

- Sign (or otherwise authorise) payment instructions and documents requiring the governing body or the Chair's authorisation, in accordance with BARRHEAD HOUSING ASSOCIATION's standing orders
- Take decisions on behalf of the organisation in the event of emergencies that occur outside the regular meeting cycle and report these back to the governing body for ratification
- Ensure that the range of skills, knowledge and experience required to lead BARRHEAD HOUSING ASSOCIATION effectively is available to the governing body and that the governing body is able to access specialist support when necessary
- Lead the governing body's succession planning and recruitment to ensure good governance and regulatory compliance.

7. Monitoring and Review

7.1 This role description was approved by the governing body on XX. It will be reviewed not later than XX.