



## Committee Standing Orders

V.3 – August 2019

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<b>SSHC Reference</b>	n/a
<b>SHR Reference</b>	<p>The governing body leads and directs the RSL to achieve good Outcomes for its tenants and other service users.</p> <p>The RSL manages its resources to ensure its financial well-being and economic effectiveness.</p>

### Related Documents

- **Rules**
- **Governance Policy**

## **Translation Statement**

If you have any difficulties reading this information or need further help understanding our processes please contact us. We can make this document available in a variety of formats. All you need to do is let us know what you need and we will try to assist.

## **Compliance**

This policy has been drafted to ensure that it complies with current legislation and industry good practice.

## **Equality & Diversity**

Fyne Homes is committed to providing services which embrace diversity and which promote equality of opportunity. As an employer we are also committed to equality and diversity within our workforce. Our goal is to ensure that these commitments, reinforced by our Values, are embedded in our day-to-day working practices.

## **Openness & Confidentiality**

Fyne Homes believes that its members, tenants and other interested parties should have access to information on how it conducts itself. This means that unless information requested is considered commercially sensitive or personally confidential it will be made available on request.

## **General Data Protection Regulations**

Fyne Homes recognises that the General Data Protection Regulations are an important piece of legislation to protect the rights of individuals in respect to any personal information that we may keep about them, whether on computer or in manual systems. We will treat your personal data in line with our obligations under the current data protection regulations and our own Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Transparency Statements

## **1. Introduction**

- 1.1 These standing orders will be read in conjunction with the Association's Charitable Model Rules.
- 1.2 The Management Committee has the ultimate responsibility for the Association. The role of the Management Committee is to provide strategic direction and leadership and to scrutinise the performance in achieving the organisation's overall purpose and priorities.

## **2. Composition of Management Committee**

- 2.1 The Management Committee will comprise a minimum of seven and a maximum of fifteen members (including a maximum of five co-optees), elected by the membership of the Association under terms of Rule 39 of its Model Rules. Argyll and Bute Council or its successor shall be entitled to appoint 1 person to be a Committee Member.
- 2.2 The Management Committee may from time to time, co-opt anyone who may be suitable and who has particular expertise, to serve until the next Annual General Meeting. Members co-opted onto the Management Committee may also be co-opted onto any of the Sub- Committees.
- 2.2 The Committee will continue to act while it has vacancies for Members. However, if at any time the number of Committee Members falls below seven, the Committee can continue to act only for another two months. If at the end of that period the Committee has not found new Members to bring the number of Committee Members up to seven, the only power it will have is to act to bring the number of Committee Members up to seven.

### **2.3 Office Bearers**

- 2.3.1 The Management Committee will elect its office bearers (Chairperson, Vice Chairperson and Secretary) at the first meeting following its Annual General Meeting.

- 2.4 Further details on the role of Management Committee members and office bearer can be found in *Appendices 1-4*

## **3. Sub-Committees/other groups**

- 3.1 The Management Committee delegates authority to sub-committees per Rule 58.1 of its Charitable Model Rules for particular aspects of its business, any decisions made by Sub-Committees remain the responsibility of the whole Management Committee and are considered for ratification at the Management Committee meeting following the Sub-Committee meetings.
- 3.2 The Association has created the following Sub-Committees to deal with specific business as detailed their respective Terms of Reference contained in the Responsibilities and Delegated Authorities Policy.

- 3.1.1 Audit Committee
- 3.1.2 Staffing Committee
- 3.1.3 Executive Committee

### 3.1.4 Health and Safety Committee

- 3.3 Each member will serve on a minimum of one sub-committee. Selection will take place at the first Management Committee meeting following the Annual General Meeting. Members are able to review their selection at any point during the year.
- 3.4 Each Sub-Committee shall, at its first meeting following the Annual General Meeting, elect a Convener
- 3.5 *Working Groups* – The Committee may decide to form working groups to consider particular issues with a specific remit and timescale to report back to Management Committee with recommendations and a course of action. These would comprise of a small number of members, between two and six supported by member of the staff team and would normally have a life of 3-6 months.
- 3.6 *Strategy Days* – At least twice a year the Committee will meet for a structured but less formal meeting. The agenda for these meeting will cover strategic direction taken into account the current economic environment and legislation etc. affecting the housing movement. The opportunity for committee training may also be undertaken at these events.

## 4. Voting Rights

- 4.1 All members of the Management Committee and Sub-Committees, including co-opted members, will have equal voting rights with the exception of the Chairperson who will also hold a casting vote for use as required.
- 4.2 Co-optees can take part in discussions at the Committee or any sub-committees and vote at Committee and sub-committee meetings on all matters except those which directly affect the Rules, the membership of the Association or the election of the Association's Office Bearers. Co-optees may not stand for election, nor be elected as one of the Office Bearers of the Committee

## 5. Meetings

- 5.1 A minimum of 6 Management Committee meetings will be held in each year. Sub-Committees will be held in accordance with their terms of reference
- 5.2 Meetings of the full Management Committee shall commence at 5.30pm and end no later than 7.30pm unless there is a 2/3 majority in favour of suspending Standing Orders.
- 5.3 The meeting schedule for the year will be agreed by the Management Committee annually in January. Revisions to the schedule will be considered throughout the year where necessary.
- 5.4 Meetings of the Committee can take place in any manner which permits those attending to hear/see and comment on the proceedings.
- 5.5 In the case of unforeseen circumstances, scheduled meetings can be cancelled with the express authorisation of the Chairperson/Vice Chairperson.

5.6 All members of the Management Committee may attend any sub- committee meetings, even if this is a sub-committee to which they have not been elected. They may, however, only speak at the meeting with the permission of the sub-committee.

## **6. Notice of Meeting**

6.1 The Management Committee and Sub-Committees will be serviced by the Corporate Manager. Agendas, papers and previous minutes will be circulated at least one week prior to the meeting date both electronically on the Admin Control system and by paper where requested.

6.2 Staff should aim to restrict committee papers and reports to a maximum of three pages with further information provided as appendices. A standard report format is used which will summarise the issue to be considered and provide a clear recommendation on the decision to be taken.

6.2 Committee Members wishing to have items included on the agenda must give the CEO at least 14days written notice of the item. The CEO will consult with the Chair or Convener of the meeting as to the items inclusion.

6.3 Special meetings of the Committee shall be convened in accordance with the Rules of the Association, Rule 56.1.

## **7. Chairperson of the Meeting**

7.1 If the Chairperson is not present at the start of the meeting, the Chair will be taken by the Association's Vice Chairperson. If he/she is also absent, then a member elected from the members present will preside until either the Chair or Vice Chair is present.

7.2 If the Chairperson arrives at the meeting late s/he will take over the meeting as soon as the current item of business is concluded.

## **8. Business to be discussed**

8.1 The Management Committee/Sub-Committee may vary the order of business, so as to give precedence to business of special urgency, at the discretion of the Chairperson.

8.2 The Chair may decide that any business is reserved business. In such an event any member of the Committee or member of staff present may be required to absent themselves for the duration of the discussion and a reason will be provided if required.

8.2 **The order of business** for Management Committee meetings shall be as follows:

- Apologies
- Declaration of Interest
- Business Carried Over from Last Meeting (if required)
- Approval of Minutes of last meeting
- Business Arising from Minutes

- Rolling Actions list
- Items and Reports for debate/decision or action
- Secretary's Report
- Management Committee Training/Conference Feedback
- Minutes of other meetings for information purposes
- AOCB
- Date and Time of next meeting

8.3 The order of business for Sub-Committee/Subsidiary meetings shall be as follows:

- Apologies
- Declaration of Interest
- Business Carried Over from Last Meeting (if required)
- Approval of Minutes of last meeting
- Business Arising from Minutes
- Rolling Actions list
- Items and Reports for debate/decision or action
- AOCB
- Date and Time of next meeting

## **9. Apologies**

9.1 Committee members, where possible, should submit their apologies for non-attendance well in advance of the meeting.

9.2 It should be noted, however, that absence from 4 consecutive meetings would result in the cessation of membership unless prior authority for absence has been sought by the absent member and granted by the Management Committee.

## **10. Minutes**

10.1 The Minutes of the Committee shall be prepared/printed/circulated by the Corporate Manager in line with the Minute Taking Procedure.

10.2 At all Management Committee meetings, the Minutes of the previous Committee/Sub-Committee/Subsidiary meetings shall be submitted.

10.3 The Minutes shall be held as a correct record of what transpired at such meetings, subject to any amendments approved by the Committee.

10.4 Once approved, all Management Committee Minutes will be signed by the Association's Chairperson as being approved. Thereafter, the minutes will be entered into the Minute area on H/Shared, uploaded to Admin Control and the website.

10.5 The Sub-Committee minutes, once approved, can be signed in a similar fashion at the Management Committee Meeting or the next Sub-Committee meeting.

10.6 Minutes can only be proposed and seconded by Committee/Sub- Committee members who were in attendance at the relevant meeting.

## 11. Quorum

11.1 A quorum shall be four for an ordinary Management Committee meeting either in person or by multimedia link (Rule 48). There must be at least three members of a sub-committee/Subsidiary Committee present for the meeting to take place.

11.2 If, at the time of the meeting, a quorum is not in attendance, a period of fifteen minutes should be allowed for late arrivals. If, after fifteen minutes, a quorum of members is not present, the meeting will stand adjourned.

11.3 If at any time during a meeting, it is found that a quorum is not present, the proceedings shall be adjourned. **Per the Association's Rules (42.3), Co-optees cannot be counted towards a quorum.**

## 12. Motions and Amendments

12.1 Motions may be moved by any member of the Management Committee/Sub-Committee/Subsidiary Committee. A Motion shall fail unless it can find a seconder.

12.2 Motions or any Amendments, which are not seconded, shall not be discussed or put to the meeting or printed in the Minutes.

12.3 After a Motion has been made and seconded, any member wishing to move an Amendment, and any member wishing to move a further Amendment, may do so by stating its terms to the meeting.

12.4 No Motion, after it has been made or intimated, shall be withdrawn except by leave of the seconder.

12.5 In the absence of the member who has given written notice of a Motion, the meeting may dispose of same or postpone it, as they think fit.

12.6 When a Motion and/or a number of Amendments are before the meeting, the Chairperson shall put the last moved Amendment against the preceding one, and then put the Amendment receiving the greater number of votes against the next preceding Amendment until disposed of. The Chairperson shall put the remaining Amendment against the original Motion, the Amendment being called first and voted upon, the Motion called thereafter and voted upon.

## 13. Order of Speaking

13.1 Any member wishing to speak at any meeting shall only do so when allowed by the Chairperson. He/she shall address the Chair confining his/her remarks to the matter before the meeting, i.e. by proposing, seconding or supporting a Motion or any relative Amendment, or to a point of order to ask a question.

13.2 Any member of the Management Committee who is in attendance at a Sub-Committee meeting, to which they have not been elected, shall only speak with the permission of the Sub-Committee Chairperson and will not be entitled to vote on any issue.

## **14. Powers of Chairperson**

- 14.1 Deference should at all times be paid to the authority of the Chairperson. When he/she speaks; the members shall cease to do so. It shall be the duty of the Chairperson to preserve order and to ensure that members obtain a fair hearing.
- 14.2 The Chairperson shall decide all matters of order, competency and relevancy and each ruling shall be final and shall not be open to discussion.
- 14.3 The Chairperson shall also decide between two or more members wishing to speak by calling on the member whom he/she observed first to raise their hand.
- 14.4 The Chairperson shall be entitled, in the event of a disorder arising, to adjourn the Meeting to a time he/she may then or afterwards determine and his/her leaving the Chair shall indicate that the meeting is adjourned.
- 14.5 The Chairperson will have both a deliberative vote and a casting vote.
- 14.6 The Chairperson may restrict the amount of time spent on any item of business.
- 14.7 The Chairperson shall be an ex-officio member of all Sub- Committees.

## **15. Dissenting Member**

- 15.1 Any member who disagrees with any decision of the Committee may ask to have his/her dissent recorded in the Minute.

## **16. Invitation to Speak**

Any member wishing to speak must first raise his/her hand and await the invitation of the Chairperson.

## **17. Voting**

- 17.1 A vote may be taken by calling the roll of those present, by ballot or by a show of hands, as may be decided by the majority of the members present and voting. Prior to a vote, the Chairperson will ask those present to decide on the method of voting to be used.

## **18. Suspension of Standing Orders**

- 18.1 Any of the Standing Orders, upon a Motion being made at any time during a meeting, may be suspended in regard to any business at such a meeting, provided that the said Motion shall be held to be carried by a two-thirds majority of the members present and voting.

## **19. Changes in Policy/Decisions**

- 19.1 Any policy decisions taken at a meeting of the Committee will be regarded as the policy of the Committee and will not be amended within a period of three months without a Suspension of Standing Orders.

19.2 A review can only be instituted if: -

- New legislation or guidance affecting the decision has been implemented
- New facts which are ruled by the Chairperson of the meeting be pertinent have come to light since the original decision.

19.3 No decision, outwith delegated authority of a Sub-Committee will be binding on the Management Committee until the minute of the Sub- Committee has been ratified by the Management Committee.

## **20. First meeting after the Annual General Meeting**

20.1 This Meeting shall be presided over by the Secretary or Chairperson of the outgoing Committee. If neither is present, the procedure as Standing Order number 7.1 should be implemented.

20.2 The order of business for the meeting shall include:

- Election of Chairperson
- Election of Vice Chairperson
- Election of Secretary
- Sub-Committee selection
- Subsidiary appointments

## **21. Co-options**

21.1 Co-opted members shall not hold office bearer's positions within the Association.

## **22. Sub-Committees**

22.1 All members of the Committee must serve on a minimum of one sub- committee.

## **23. Emergency Decisions** (e.g. HM court action cases, staffing decisions, etc.)

23.1 Where a staff member of the Association is of the opinion that an emergency decision is required to be made by Committee, an Executive Committee meeting should be convened in accordance with their terms of reference subject to a quorum of 3.

23.2 Papers requiring a decision must be circulated at least 72 hrs in advance of a meeting.

23.3 No other business can be discussed at an Executive Meeting other than that the business for which the meeting has been called.

23.2A written report thereafter will be submitted to the next Management/Sub- Committee meeting.

## 24. Reviewing process

23.1 This policy will be reviewed in line with the respective current Fyne Homes' policies, and/or where a change in legislation arises

23.2 If there is a procedural delay in the policy revision then the relative legislation in force at the time will prevail.

<b>Version number</b>	<b>Revision Date</b>	<b>Part of doc revised</b>	<b>Reason for revision</b>	<b>Approved by</b>
3	August 19	all	Full revision to take account of changes in regulatory framework and separate out some detail to the standing orders policy	Mgt Comm

## **Role Description for Chair of Fyne Homes**

### **1. Introduction**

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Chair of Fyne Homes and to the Chairs of any sub-committees/subsidiaries. The responsibilities described here are additional to those set out in the Management Committee Member (MCM) role description. It should be considered alongside Fyne Homes Rules and Standing Orders.
- 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/subsidiary Chairs after each AGM. MCMs 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 Rule 59.5 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 **the** association can be re-elected, in accordance with Rule 59.10, 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.
- 1.6 In the spirit of the association's rules, if an individual has served five years as Chair, they should not be subsequently re-elected as Chair at any point.

### **2. Key Responsibilities**

- 2.1 The Chair must act, and be seen to act, at all times on behalf of the Management Committee. The Chair's key responsibilities are:
  - To lead the Management Committee or sub-committee constructively, provide direction and manage meetings effectively
  - To develop and maintain a constructive and positive working relationship with the committee, CEO and senior staff
  - To uphold the association's Code of Conduct and promote good governance
  - To ensure that the association's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required

### **3. Leadership and Direction**

- 3.1 The Chair is expected to:
  - Represent the association positively and effectively
  - Set the style and tone of Management Committee or sub-committee meetings to ensure effective and participative decision making
  - Promote and uphold the Code of Conduct for Management Committee

- Ensure that the necessary arrangements are in place to enable the 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 association's aims and objectives and for the fulfilment of the Management Committee's responsibilities
- Ensure that the Management Committee 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 MCMs by promoting access to relevant induction, training and development opportunities

#### **4. Working with the CEO**

##### 4.1 The Chair should:

- Establish a constructive relationship with the CEO and ensure that their respective roles of leading and managing are recognised and promoted effectively.
- Ensure that the conduct of association's business continues effectively between meetings of the MC 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 CEO, in accordance with the associations agreed recruitment practices
- Carry out, with at least one other MCM, the CEO's annual appraisal and report to the MC.
- Ensure that appropriate arrangements are in place and implemented effectively for the support and remuneration of the CEO
- In the event that it is necessary, be responsible for dealing with a grievance or disciplinary action in respect of the CEO, in accordance with the 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
- Initiate any investigation under the terms of the association's Code of Conduct
- Chair all general meetings of in accordance with the Rules
- Chair all MC meetings in accordance with the Rules and Standing Orders

- Ensure that all MCMs have access to appropriate information and have an opportunity to contribute to discussion and consideration of all matters requiring their attention
- Manage meetings 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 the association's business is efficiently and accountably conducted between MC meetings
- Sign and documents requiring the MC or the Chair's authorisation, in accordance with standing orders and delegated authorities
- 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 MC for ratification
- Ensure that the skills, knowledge and support available to the MC are kept under periodic review

## **Role Description for Vice Chair of Fyne Homes**

### **1. Introduction**

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Vice Chair of Fyne Homes (the association). The responsibilities described here are additional to those set out in the Management Committee Member (MCM) role description. It should also be considered alongside:
- the Role Description for the Chair
  - the association's Rules; and
  - the association's Standing Orders.
- 1.2 In the event that the Chair is unable to fulfil their responsibilities, the Vice Chair will carry out these duties.
- 1.3 The position of Vice Chair will be elected by the Management Committee, every year at the first meeting following the AGM.
- 1.4 In accordance with Rule 59.10 of the Rules, the Chair 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.
- 1.5 When the Chair stands down, the Vice Chair in post will be asked if they wish to stand for election to become Chair.
- 1.6 The role of Vice Chair must be carried out by a MCM, and may also be carried out by a former office bearer.

### **2. Role of Vice Chair**

- 2.1 The role of the Vice Chair is to deputise, support and (where required) stand in for the Chair. **Therefore, this role description must be read in conjunction with the Role Description for the Chair of Fyne Homes**
- 2.2 When known in advance, the Vice Chair should ensure that they are available for any MC meeting that the Chair is unable to attend – e.g. where the Chair has booked a holiday. Close liaison with the Chair is a key requirement of the role.
- 2.3 The individual holding the post of Vice Chair will gain training and insight as to whether they would like to consider performing the role of Chair in the future.

## **Role Description for Secretary of Fyne Homes**

### **1. Introduction**

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Secretary of Fyne Homes.
- 1.2 The responsibilities described here are additional to those set out in the Management Committee Member (MCM) role description. It should also be considered alongside the association's Rules and Standing Orders.
- 1.3 The role of the Secretary will be carried out by a MCM who will be elected by the Management Committee (MC), every year at the first meeting following the AGM.
- 1.4 Where appropriate, the Secretary's duties can be delegated to an appropriate employee of the association, with the Secretary assuming responsibility for ensuring that they are carried out in an effective manner. All of the practical duties detailed at 2.1 – with the exception of attendance at meetings - will be delegated to the Corporate Manager

### **2. Duties of the Secretary**

- 2.1 The Association's Rules specify the Role of the Secretary in detail.
- 2.2 The duties of the secretary include:
  - Calling and going to all Annual General Meetings, Special General Meetings and Management Committee meetings
  - Keeping the minutes for all Annual General Meetings, Special General Meetings and Management Committee meetings
  - Sending out letters, notices calling meetings and relevant documents to Members before a meeting
  - Preparing and sending all the necessary reports to the Financial Conduct Authority and the Scottish Housing Regulator
  - Ensuring compliance with the association's Rules
  - Keeping the Register of Members and other Registers required by the Rules
  - Supervision of the association's seal

## **Role Description for Fyne Homes Management Committee Members**

### **1. Introduction**

*“The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users.”* Regulatory Standards of Governance and Financial Management, Standard 1

- 1.1 This role description has been prepared to set out the responsibilities that are associated with being a Management Committee Member (MCM) of Fyne Homes. It should be read in conjunction with the accompanying person specification and our Rules and Standing Orders.
- 1.2 Fyne Homes (The Association) is a Registered Social Landlord and a Scottish Charity. The role description reflects the principles of good governance and takes account of (and is compliant with) the expectations of the Regulatory Standards of Governance and Financial Management for Scottish RSLs and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).
- 1.3 The Association encourages people who are interested in the Association’s work to consider seeking election as a Management Committee Member and is committed to ensuring broad representation from the communities that it serves. MCMs do not require ‘qualifications’ but, from time to time, we will seek to recruit people with specific skills and experience to add to or expand the existing range of skills and experience available to ensure that the governing body is able to fulfil its purpose. We carry out an annual review of the skills that we have and those that we need to inform our recruitment activities.
- 1.4 This role description applies to all members of the Management Committee (MC), whether elected or co-opted, new or experienced. It is subject to periodic review.

### **2. Primary Responsibilities**

- 2.1 As a MCM your primary responsibilities are, with the other members of the Management Committee, to
  - Lead and direct the association’s work
  - Promote and uphold the association’s values
  - Set and monitor standards for service delivery and performance
  - Control the Association’s affairs and ensure compliance
- 2.2 Responsibility for the operational implementation of the Association’s strategies and policies is delegated to the Chief Executive Officer

### **3. Key Expectations**

- 3.1 The Association has agreed a Code of Conduct for MCMs which every member is required to sign on an annual basis.
- 3.2 Each MCM must accept and share collective responsibility for the decisions properly taken by the Management Committee. Each MCM is expected to contribute actively and constructively to the work of the Association. All members are equally responsible in law for the decisions made.

3.3 Each member must always act only in the best interests of the association and its customers, and not on behalf of any interest group, constituency or other organisation. MCMs cannot act in a personal capacity to benefit themselves or someone they know.

#### 4. Main Tasks

- To contribute to formulating and regularly reviewing association's values, strategic aims and performance standards
- To monitor the association's performance
- To ensure that the association operates within and is compliant with the relevant legal and regulatory frameworks
- To ensure that risks are realistically assessed and appropriately monitored and managed
- To ensure that the association is adequately resourced to achieve its objectives and meet its obligations
- To act, along with the other members of the governing body, as the employer of the association's staff

#### 5. Duties

- Act at all times in the best interests of the association
- Accept collective responsibility for decisions, policies and strategies
- Attend and be well prepared for meetings of the governing body and sub-committees
- Contribute effectively to discussions and decision making
- Take part in training and other learning opportunities
- Take part in an annual review of the effectiveness of the association's governance and of your individual contribution to association's governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent the association positively and effectively at all times, including in local communities and when attending meetings and other events
- Respect and maintain confidentiality of information
- Treat colleagues with respect and foster effective working relationships within the governing body and between the governing body and staff
- Be aware of and comply with our policy on the restrictions on payments and benefits
- Register any relevant interests as soon as they arise and comply with **the** association's policy on managing conflicts of interest

## 6. Commitment

6.1 An estimate of the annual time commitment that is expected from MCMs is:

Activity	Time
Attendance at up to <b>8</b> regular meetings of the Management Committee	<b>16</b>
Reading and preparation for meetings of the governing body	<b>8</b>
Attendance at up to <b>12</b> sub-committee meetings	<b>12</b>
Reading and preparation for sub-committee meetings	<b>7</b>
Attendance at annual planning and review events (including individual review meeting)	<b>15</b>
Attendance at events such as estate tours, tenant / customer conferences, openings and site visits	<b>7</b>
Attendance at internal briefing and training events	<b>6</b>
External Training and conference attendance (may include overnight stay or weekend)	<b>28</b>
<b>Total</b>	<b>99hrs</b>

## 7. What Fyne Homes Offers MCMs

7.1 All MCMs are volunteers and receive no payment for their contribution. The association has policies which prevent you or someone close to you from benefiting personally from your involvement with Fyne Homes, although these policies also seek to ensure that you are not unfairly disadvantaged by your involvement with the association. All out of pocket expenses associated with your role as a MCM are fully met and promptly reimbursed.

7.2 In return for your commitment, the association offers:

- A welcome and introduction when you first join the governing body;
- A mentor from the governing body and a named staff contact for the first six months, with ongoing support
- Clear guidance, information and advice on your responsibilities and on the association's work
- Formal induction training to assist settling in
- Papers which are clearly written and presented, and circulated in advance of meetings
- The opportunity to put your experience, skills and knowledge to constructive use
- The opportunity to develop your own knowledge, experience and personal skills
- The chance to network with others with shared commitment and ideals