



Roles and Responsibilities Document for Board Members of Ore Valley Housing Association

1. Introduction

The Board leads and directs Ore Valley Housing Association (OVHA) to achieve good outcomes for its tenants and other service users. This role description outlines the responsibilities associated with being a Board Member of OVHA. It should be read alongside OVHA's Rules, Standing Orders, and Code of Conduct.

OVHA is a Registered Social Landlord and a Scottish Charity. This document reflects principles of good governance and complies with the Regulatory Standards of Governance and Financial Management for Scottish RSLs and relevant guidance from the Office of the Scottish Charity Regulator (OSCR).

OVHA encourages broad representation from the communities it serves and welcomes individuals with diverse skills and experiences. While no formal qualifications are required, OVHA may seek individuals with specific expertise to complement the existing Board.

2. Primary Responsibilities

As a Board Member, your primary responsibilities are to:

- Lead and direct OVHA's work.
- Promote and uphold OVHA's values.
- Set and monitor standards for service delivery and performance.
- Control OVHA's affairs and ensure compliance.
- Uphold OVHA's Code of Conduct and promote good governance.

Operational implementation of OVHA's strategies and policies is delegated to the Chief Executive Officer (CEO).

3. Key Expectations

- **Collective Responsibility:** Board Members must accept and share collective responsibility for decisions made by the Board.
- **Act in OVHA's Best Interests:** Board Members must act solely in the best interests of OVHA and its customers, avoiding personal benefit or conflicts of interest.
- **Compliance with Rules:** Board Members must adhere to OVHA's Rules, including:
 - The Board must have at least seven members.
 - Quorum for meetings is four elected members.
 - Co-opted members cannot exceed one-third of the Board and cannot be elected to office-bearing roles.
 - Board Members with nine or more years of experience require Board approval for re-election.
 - Board Members cease membership if they miss four consecutive meetings without approved leave of absence.
 - Board Members must declare conflicts of interest and abstain from discussions and voting on related matters.

4. Main Tasks

- Formulate and review OVHA's values, strategic aims, business objectives, and performance standards.
- Monitor OVHA's performance and ensure compliance with legal and regulatory requirements.
- Assess and manage risks effectively.
- Ensure OVHA's financial viability and sustainability while maintaining affordable rents.
- Act as the employer of OVHA's staff.
- Represent OVHA positively in the community and at events.

5. Duties

- Attend and prepare for Board and sub-committee meetings.
- Contribute constructively to discussions and decision-making.
- Participate in training and annual reviews of governance effectiveness.
- Maintain confidentiality and foster respectful working relationships.
- Register relevant interests and manage conflicts of interest.

6. Personal Qualities

To be an effective Board Member, OVHA seeks individuals with the following personal qualities:

- **Integrity:** Demonstrate honesty, ethical behaviour, and a commitment to OVHA's values.
- **Commitment:** Dedicate time and effort to fulfilling the responsibilities of the role.
- **Teamwork:** Work collaboratively with other Board Members and staff to achieve OVHA's goals.
- **Objectivity:** Make decisions based on evidence and the best interests of OVHA, avoiding personal bias.
- **Communication Skills:** Express ideas clearly, listen actively, and engage constructively in discussions.
- **Respect:** Foster positive relationships and treat colleagues, tenants, and stakeholders with dignity.
- **Adaptability:** Be open to learning, feedback, and change to improve governance and performance.
- **Leadership Potential:** Inspire confidence and contribute to OVHA's strategic direction.

7. Commitment

An estimate of the annual time commitment includes:

- Attendance at regular Board meetings.
- Preparation for meetings.
- Participation in sub-committee meetings, planning events, tenant conferences, and site visits.
- Attendance at training and external conferences.

8. What OVHA Offers Board Members

OVHA values its Board Members and offers:

- A formal induction and ongoing training.

- Clear guidance and support from staff and mentors.
- Reimbursement of out-of-pocket expenses.
- Opportunities to develop skills, network, and contribute to OVHA's mission.

9. Review

This role description will be reviewed periodically and updated as necessary to reflect OVHA's evolving needs and governance practices.

Approved by the Board on:

Next Review Date:

This document provides clarity on the roles, responsibilities, and personal qualities expected of Board Members and serves as a guide for current and potential members of Ore Valley Housing Association.

****Below is an estimate of the annual time commitment required of Board members****

Activity	Time
Board Meeting	Frequency: Usually held every 4 weeks , excluding the months of January and July equating to 9 meetings per year . AGM is held in September Maximum of 2 hours
Reading and preparation for Board meetings	Up to 2 hrs per meeting
Attendance at Committee meetings (members select the extent of their commitment to Committees)	Reading and preparation for Committee meetings up to 1 hour per meeting
Finance, Audit, Finance and Risk Management Committee meeting.	Up to 2 hours per meeting
Attendance at the Annual General Meeting	Up to 4 Hours
Attendance at annual planning and review events (including individual review meeting)	1 - 2days
Training and conference attendance (may include overnight stay or weekend)	Ad hoc / minimal
Attendance at openings and site visits	Ad hoc / minimal

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Next Review Date: July 2028