



# BOARD MEMBER ROLE DESCRIPTION

# ABOUT HARBOUR

## ABOUT HARBOUR

Harbour is a family of organisations including the registered social landlord (RSL) Harbour Homes, and its two wholly-owned subsidiary companies Harbour Lettings and Harbour Multi-Trades.

## OUR VISION AND MISSION

Our vision is ‘Our communities are brilliant.’ Our mission is ‘To make a positive impact on people’s lives from our home in Leith by providing affordable homes and services, and helping to support resilient communities.’

## OUR VALUES

The Harbour values are One Harbour, Think Customer, Make it Count and Conversations Matter.



“  
OUR  
COMMUNITIES  
ARE BRILLIANT  
”

# ABOUT THE ROLE

## ABOUT THE BOARD

The Harbour Homes Board is responsible for ensuring that the organisation and its subsidiary companies are run effectively and properly to meet their overall purpose. The Harbour Homes Board delegates some authority and decisions to management, and to the Finance and Risk Committee.

## PURPOSE OF THE ROLE

The purpose of this voluntary role is to contribute towards:

- Setting the direction and strategy for Harbour
- Ensuring the work undertaken by management is effective, ethical, responsible and legal
- Ensuring resources are safeguarded
- Ensuring each organisation within Harbour is fully compliant with statutory and regulatory obligations

## WHAT WE OFFER YOU

In return for your commitment to this voluntary position, Harbour Homes offers you:

- The opportunity to play an important role in the development of a growing, ambitious and award-winning organisation
- The opportunity to develop your experience, skills and knowledge and put these to constructive use
- The chance to network with others with shared commitment and ideals
- A welcome and induction, plus a 'buddy' from the Board for the first six months and a named staff contact for ongoing support
- Clear guidance, information and advice on your responsibilities
- Papers which are clearly written and presented, and circulated in advance of meetings

# ROLE REQUIREMENTS

## REQUIREMENTS OF THE ROLE HOLDER

Board Members are required to:

- Represent Harbour Homes positively and effectively
- Uphold Harbour Homes' Code of Conduct
- Demonstrate and support the principles of good governance at all times
- Promote and demonstrate the highest standards of ethical conduct and integrity
- Ensure that financial affairs are conducted properly and accurately reported

## TIME COMMITMENT

We value the time of every Board Member and ask that those applying can commit to the required number of meetings each year. We have six formal Board meetings (three in person, three hybrid), three Finance and Risk Committee meetings (two hybrid, one in person), two in person Board away days, and the AGM.



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WE WORK  
TOGETHER TO  
DO MORE THAN  
WE COULD  
INDIVIDUALLY  
”

# PERSON SPECIFICATION

Person specification	Essential (E) Desirable (D)
<b>Personal attributes</b>	
Belief in the vision, mission, values and objectives of Harbour	E
<b>Knowledge</b>	
General understanding and awareness of the housing sector and regulation	D
General understanding and awareness of the work of a Registered Social Landlord (RSL)	D
General understanding and awareness of the work of Harbour	D
<b>Skills / abilities</b>	
Ability to read and interpret reports submitted by management, including financial information	E
Ability to contribute in a formal meeting environment and take responsibility for decisions	E
Ability to receive and read papers electronically, respond to emails and electronic calendar appointments and attend virtual meetings (training and IT equipment can be provided if necessary)	E
Good verbal communication and listening skills	E
Ability to think strategically, provide oversight and delegate responsibility to management appropriately	E
Ability to represent the interests of tenants, customers and communities, and not your own, to ensure the best decisions are made for Harbour	E
<b>Experience</b>	
Previous experience on a voluntary Board	D
<b>Ability / willingness upon joining the Board to</b>	
Become a Member of Harbour Homes	E
Join the Finance and Risk Committee	D
Uphold the Harbour Homes Code of Conduct and promote good governance	E
Develop and maintain a constructive and positive working relationship with members of the Board and staff	E
Behave in line with Harbour values in Board Meetings and any other interactions with Board Members and staff	E
Undertake appropriate training and development	E