

Role Description for Committee Members of Rosehill Housing Association Limited

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 committee member of Rosehill Housing Association (Rosehill). It should be read in conjunction with the accompanying Committee Profile and Rosehill’s Rules and Standing Orders.
- 1.2 Rosehill 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 Rosehill encourages people who are interested in the Association’s work to consider seeking election as a Committee Member and is committed to ensuring broad representation from the communities that it serves. Committee Members 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 Committee is able to fulfil its purpose. We have developed a profile for the Committee which describes the skills, qualities and experience that we consider we need to lead and direct Rosehill and 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 committee, whether elected or co-opted or appointed, new or experienced. It is subject to periodic review.

2. Primary Responsibilities

- 2.1 As a Committee Member your primary responsibilities are, with the other members of the governing body, to:
 - Lead and direct Rosehill’s work
 - Promote and uphold Rosehill’s values
 - Set and monitor standards for service delivery and performance
 - Control Rosehill’s affairs and ensure compliance
 - Uphold Rosehill’s Code of Conduct and promote good governance
- 2.2 Responsibility for the operational implementation of Rosehill’s strategies and policies is delegated to the Director.

3. Key Expectations

- 3.1 Rosehill has adopted a Code of Conduct for Committee Members which every member is required to sign on an annual basis and uphold throughout their membership of the committee.
- 3.2 Each Committee Member must accept and share collective responsibility for the decisions properly taken by the Committee. Each Committee Member is expected to contribute actively and constructively to the work of Rosehill. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of Rosehill and its customers, and not on behalf of any interest group, constituency or other organisation. Committee Members cannot act in a personal capacity to benefit themselves or someone they know.
- 3.4 Our rules contain specific requirements that all Committee Members should be aware of, including:
 - The Management Committee must have at least seven members
 - The quorum for a meeting of the Management Committee is four members, who must be elected or have filled a casual vacancy
 - The quorum for a sub-committee meeting is three members, who must be elected or have filled a casual vacancy
 - Co-opted members cannot make up more than one third of the Management Committee or a sub-committee; they do not contribute to a quorum being achieved and cannot be elected to an office bearer role
 - The Secretary must present a report to the last Management Committee meeting before the AGM confirming that all the requirements of Rules 61-66 have been met
 - An experienced Committee Member (who has nine or more years' experience with Rosehill) must have the agreement of the Management Committee if they intend to seek re-election for a further term: the Management Committee's agreement should be recorded in the relevant minute
 - A Committee Member ceases to be a member of the Committee if they miss four consecutive Management Committee meetings without, first, having been granted leave of absence
 - A Committee Member who has declared an interest in a matter to be discussed at a meeting must leave the meeting, before the matter is discussed, and cannot vote on the issue

4. Main Tasks

- To contribute to formulating and regularly reviewing Rosehill's values, strategic aims, business objectives and performance standards
- To monitor Rosehill's performance

- To be informed about and ensure Rosehill's plans take account of the views of tenants and other customers
- To ensure that Rosehill operates in accordance with relevant legal and regulatory requirements
- To be assured that Rosehill is compliant with relevant legal and regulatory requirements
- To ensure that risks are realistically assessed and appropriately monitored and managed
- To ensure that Rosehill is adequately resourced to achieve its objectives and meet its obligations
- To oversee and ensure Rosehill's financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants
- To act, along with the other members of the Management Committee, as the employer of Rosehill's staff
- To ensure that Rosehill is open and accountable to tenants, regulators, funders and partners

5. Duties

- Act at all times in the best interests of Rosehill
- Accept collective responsibility for decisions, policies and strategies
- Attend and be well prepared for meetings of the Management Committee and Sub-Committees
- Contribute effectively to discussions and decision making
- Exercise objectivity, care and attention in fulfilling your role
- Take part in ongoing training and other learning opportunities
- Take part in an annual review of the effectiveness of Rosehill's governance and of your individual contribution to Rosehill's governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent Rosehill positively and effectively at all times, including in local communities and when attending meetings, training, conferences and other events
- Respect and maintain confidentiality of information
- Treat colleagues with respect and foster effective working relationships within the Management Committee and between the Management Committee 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 Rosehill's policy on managing conflicts of interest

6. Commitment

- 6.1 An estimate of the annual time commitment that is expected from Committee Members is:

Activity	Time
Attendance at up to 10 regular meetings of the Management Committee	20 hours
Reading and preparation for meetings of the governing body	20 hours
Attendance at up to 3 sub-committee meetings	4 hours
Reading and preparation for sub-committee meetings	4 hours
Attendance at annual planning and review events (including individual review meeting)	10 hours
Attendance at internal briefing and training events	4 hours
External Training (including any individual training) and conference attendance (may include overnight stay or weekend)	36 hours
Total estimated time	98 hours

7. What Rosehill Offers Committee Members

7.1 All Committee Members are volunteers and receive no payment for their contribution. Rosehill has adopted an Entitlements, Payments and Benefits (EPB) Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with Rosehill. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with Rosehill. All out of pocket expenses associated with your role as a Committee Member will be fully met and promptly reimbursed.

7.2 In return for your commitment, Rosehill offers:

- A welcome and introduction when you first join the Management Committee;
- A mentor from the Management Committee and a named staff contact (typically this will be the Director) for up to the first year, with ongoing support
- Clear guidance, information and advice on your responsibilities and on Rosehill's work
- Formal induction training
- 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

8. Review

8.1 This role description was approved by the governing body on 30th April 2025. It will form the basis of the annual review of the effectiveness of your contribution to our governance. It will be reviewed by the governing body at least every 3 years.