

Being a Committee Member

Date Reviewed: Aug 2019

Next Review: Aug 2022



Rosehill Housing Co-operative Limited

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1. Purpose

1.1 This booklet gives a short introduction to being a Management Committee Member of Rosehill Housing Co-operative Limited (Rosehill). It is aimed mainly at new Committee Members, but it is just as relevant to people who are already serving as Committee Members.

2. What the Management Committee is Responsible for...

2.1 The Management Committee is ultimately responsible for the work of Rosehill. It has two main functions:

- to provide leadership to Rosehill and determine its strategy, and
- to control Rosehill's affairs and ensure compliance.

2.2 A fuller description of what these functions involve in practice is provided in Rosehill's Standing Orders. All the key documents you will need as a Committee Member are contained in your Committee Member's Information Pack. This Pack is accessible through our Board Portal.

2.3 As part of the induction training for new Committee Members, sessions will be held with the Chair and Director to take new Members through these important documents.

3. What we expect from you as a Committee Member

3.1 We expect each Member to contribute constructively to the work of the Management Committee and to meet the individual responsibilities described in the Code of Conduct for Committee Members.

3.2 You should read the Code of Conduct and sign it to confirm that you agreed to meet the responsibilities it sets out. All new Committee Members are required to confirm their acceptance of the Code of Conduct by signing it, which must be done before attending their first Committee Meeting. In addition all Committee Members are required to reaffirm their acceptance of the Code of Conduct at the first Committee Meeting following each year's Annual General Meeting. You cannot be a Committee Member unless you sign it. (see rule 33.5 of the Co-operative's Rules, which can be found in the Information Pack).

4. What being a Management Committee Member involves...

4.1 The following table gives an estimate of the time commitment expected of Management Committee Members.

Activity	Estimated Total Hours per year
Attendance at 12 meetings of the Management Committee	24 hours
Reading and Preparation for Management Committee meetings	24 hours
Attendance at meetings of Sub-Committees	06 - 8 hours
Reading and Preparation for sub-committee meetings	06 hours
Attendance at annual planning and review event	08 hours
Preparation for and attendance at annual governance review	4 hours
Training and Conference attendance	40 hours

4.2 Conferences are usually residential events and are attended by Committee Members from different Housing Associations and Co-operatives.

4.3 The majority of Rosehill's business is dealt with at the monthly Management Committee Meetings. However, some parts of our business have been delegated to Sub-Committees.

4.4 Currently we have three Sub-Committees as follows:

- **Staffing and Health & Safety** which meets quarterly (4 times a year). The meetings are usually held on the same night as the Management Committee meeting and immediately before it. A minimum of 3 Committee Members are required to form the Sub-Committee.
- **Audit** which meets quarterly (4 times a year). The meetings are usually held on the same night as the Management Committee meeting and immediately before it. A minimum of 3 Committee Members are required to form the Sub-Committee.
- **Membership** which meets as and when required to approve membership applications from prospective tenants. These meetings are typically held during the day and require 3 Committee Members to attend.

4.5 The formation of the Staffing and Health & Safety and Audit Sub-Committees is decided at the first meeting of the Management Committee following the Annual General Meeting. Due to the ad-hoc nature of the Membership Sub-Committee, any 3 Committee Members can attend.

5. Support for Management Committee Members

5.1 It takes time to get to grips with all the information Committee Members have to deal with, not to mention the jargon!

5.2 We want to make sure that all our Committee Members receive support to be comfortable and effective in their role. Whilst we are not looking for Committee Members to become “experts” in everything that we do, Committee Members must, nevertheless, build up sufficient skills and knowledge to enable them to stay in control of Rosehill’s affairs, lead the organisation and determine its strategy.

5.3 We have two key policies that relate to supporting Committee Members in their roles, the first is our Induction Policy and the second is our Learning and Development Policy. Both these provide more information about what support is available but the following are some examples of support for new Committee Members:

A welcome letter and the provision of some key documents when you first join;

Induction sessions with the Chair and Director;

Full access to all key documents including the Committee Members’ Information Pack;

Formal induction training to assist you in your new role;

Buddying system which enables you to be paired up with a more experienced Committee Member for the first six months after you join the Committee;

Catch-up sessions with the Chair every 2-3 months during your first year as a Committee Member.

6. Expenses for Committee Members

6.1 Committee Members are volunteers and receive no payment for their contribution. There are legal rules that prevent Committee Members or their relatives benefiting personally from their involvement with Rosehill.

6.2 However, no Committee Member is expected to be out of pocket whilst carrying out their role as a Committee Member. Expenses can be claimed in line with our Committee Members’ Expenses Policy (which is included as part of the Information Pack). We will provide you with more information about this during your induction.

7. Where to find out more

- 7.1 You will be issued with a tablet when you first join the Management Committee and you will be given sign on details to access our Board Portal. From within the Board Portal you will access the papers for the monthly Management Committee Meetings. You will also be able to access the Documents Library in which a variety of important documents and Policies are stored. The Committee Members' Information Pack is also stored there.
- 7.2 If you have any questions about being a Committee Member or you are unsure what your responsibilities are, you can contact the Chair or Director who are there to help.

8. Review

- 8.1 This document, which forms part of the Committee Members' Information Pack, will be reviewed at least every 3 years to ensure it continues to meet our needs.