

## **BOARD MEMBERS' JOB DESCRIPTION AND KEY COMPETENCIES**

### **(A) Board Members' Responsibilities**

1. Understands the key objectives of Rykneld Homes and ensure all decisions are guided by these, together with the Company's vision, mission and key values.
2. Understand the business of Rykneld Homes and its operational parameters.
3. Have primary responsibility to Rykneld Homes while acting on behalf of the Company and not to the body or interest group that nominated them to the position of Board Director.
4. Ensure compliance with the Regulatory framework within which the Company operates.
5. Exercise proper controls over the management and work of the Company, while being aware of the separation of roles between Board members and the management and staff of the Company.
6. Ensure risks facing the Company are recognised and properly managed.
7. Accept the collective responsibility of the Board and not undermine Board decisions.
8. Have due regards at all times to the Board's statutory obligations in respect of equal opportunities.

### **(B) Board Member Key Areas**

1. Effectively discharge the responsibilities of the Board as set out in the Code of Governance.
2. To be active and engaged in the leadership of the Company. Members will be expected to attend a minimum of 75% of all Board meetings and any other activities to which they have made a commitment.
3. Set the strategic direction of the Company, contribute to high level planning and establish success criteria.
4. Identify with the vision and values of Rykneld Homes and perform the role, in a way which reflects those values.
5. Prepare for and attend Board and Committee meetings, as required, in order to question and challenge, as appropriate, and make robust decisions.
6. Ensure the continued viability of the company, by monitoring financial performance and taking appropriate action when required.

7. Ensure effective Governance and Compliance within Housing Corporation regulatory, charitable and other legal requirements.
8. Be an Ambassador for Rykneld Homes and champion its interests and represent the Company at various forums.
9. Undertake and participate in training arranged by the Company to ensure Board member skills and competencies are maintained to the highest level.
10. Promote and ensure the Company implements all legislation, guidance and good practice in relation to Equality and Diversity ensuring the Company promotes good practice and challenges inappropriate behaviour.

**(C) Key Competencies – All Board Members**

1. Keep abreast of all developments in social housing and maintain a good understanding of the business requirements of the Company.
2. Strong analytical skills, to undertake long term strategic decisions to ensure the Company remains viable and grows.
3. Act in a professional manner at all Board and Committee meetings and discharge duties, in line with the Code of Conduct.
4. Critically, objectively and positively evaluate and challenge Executive Officers of the Company if required.
5. Ensure the Company complies with all its covenants and business / corporate targets and ensure strategic guidance over such matters.
6. Have excellent communication and interpersonal skills and the ability to express thoughts and comments to fellow Board members and Executive Officers.
7. Be a team worker.