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**Board Member Role Description**

**1. Introduction**

1.1 This role description has been prepared to set out the responsibilities that are associated with being a Board Member of Willowacre Trust (WT). It should be read in conjunction with WT’s Memorandum & Articles and Standing Orders.

1.2 WT is a Scottish Charity and a registered Company with Companies House. The role description reflects the principles of good governance and takes account of (and is compliant with) the relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR) and Companies House.

1.3 WT encourages people who are interested in the charity’s work to consider seeking election as a Board Member and is committed to ensuring broad representation from the communities that it serves. Board 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 governing body is able to fulfil its purpose. We 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 Board, whether elected or co-opted, new or experienced. It is subject to periodic review.

**2. Primary Responsibilities**

2.1 As a member of the Board your primary responsibilities are, with the other members of the Board, to

* Lead and direct WT’s work
* Promote and uphold WT’s values
* Set and monitor standards for service delivery and performance
* Control WT’s affairs and ensure compliance

2.2 Responsibility for the operational implementation of WT’s strategies and policies is delegated to the WSHA Chief Executive Officer.

**3. Key Expectations**

3.1 WT has agreed a Code of Conduct for Board Members which every member is required to sign on an annual basis.

3.2 Each Board Member must accept and share collective responsibility for the decisions properly taken by the Board. Each Board Member is expected to contribute actively and constructively to the work of WT. All members are equally responsible in law for the decisions made.

3.3 Each member must always act only in the best interests of WT and its customers, and not on behalf of any interest group, constituency or other organisation. Board Members cannot act in a personal capacity to benefit themselves or someone they know.

**4. Main Tasks**

* To contribute to formulating and regularly reviewing WT’s values, strategic aims and performance standards
* To monitor WT’s performance
* To ensure that WT operates within and is compliant with the relevant legal and regulatory frameworks
* To ensure that risks are realistically assessed and appropriately monitored and managed
* To ensure that WT is adequately resourced to achieve its objectives and meet its obligations

**5. Duties**

* Act at all times in the best interests of WT
* Uphold WT values and act as a role model in line with these values
* Accept collective responsibility for decisions, policies and strategies
* Regularly attend and be well prepared for meetings of the Board and sub-committees
* Respond and communicate effectively out with Board meetings as required
* Contribute effectively to discussions and decision making
* Take part in training and other learning opportunities. Ensure completion of all mandatory training
* Take part in an annual review of the effectiveness of WT’s governance and of your individual contribution to WT’s governance
* Maintain and develop your personal knowledge of relevant issues and the wider housing sector
* Represent WT positively and effectively in local communities and when attending meetings and other events
* Respect and maintain confidentiality of information
* Treat colleagues with respect and foster effective working relationships within the Board and between the Board and staff
* Be aware of and comply with our policy on the restrictions on entitlements, payments and benefits
* Register any relevant interests as soon as they arise and comply with WT’s policy on managing conflicts of interest

**6. Commitment**

An estimate of the annual commitment that is expected from Board Members is

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| Activity |
| Attendance at up to 4 regular meetings of the Board – attendance can be online if this enables attendance |
| Reading and preparation for Board meetings |
| Attendance at 1 annual planning event |
| Attendance at Annual individual review meeting (this meeting can be done online or in person) |
| Attendance at Annual Staff and Board Conference every 2 years |
| Attendance at internal briefing and training events as required |
| Attendance at events such as estate tours, tenant / customer conferences, openings and site visits (Optional) |
| External Training and conference attendance (Optional) |

**7. What WT Offers Board Members**

All Board Members are volunteers and receive no payment for their contribution. WT has policies which prevent you or someone close to you from benefiting personally from your involvement with WT, although these policies also seek to ensure that you are not unfairly disadvantaged by your involvement with WT. All out of pocket expenses associated with your role as a Board Members are fully met and promptly reimbursed in line with our Board Expenses Policy

In return for your commitment, WT offers:

* A welcome and introduction when you first join the Board;
* A named staff contact for the first six months, with ongoing support
* Clear guidance, information and advice on your responsibilities and on WT’s work
* Formal induction training to assist settling in
* 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**

This role description was approved by the Board in August 2023. It will form the basis of the annual review of the effectiveness of your contribution to our governance. It will be reviewed by the Board not later than August 2026.