



Board Member Job Description

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JOB DESCRIPTION

Post: Board Member

Responsible To: The Chair and the Board

JOB PURPOSE

Working with the Senior Management Team, to set the strategic direction, monitor performance and guard Cadwyn's "mission"

We expect Board Members:

Responsibilities

1. To support Cadwyn's core values and objectives
2. To be aware of our legal responsibilities and ensure we comply with them
3. To regularly attends board meetings, training events and important related meetings
4. To make serious commitment to participate actively in committee work
5. To volunteer for and willingly accept assignments and completes them thoroughly and on time
6. To stay informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
7. To adhere to confidentiality as set out in policy documents
8. To declare any interests and conflicts of interest
9. To contribute to policies and procedures (and monitor them)
10. To ensure finances are controlled
11. To get to know other committee members and builds a collegial working relationship that contributes to consensus
12. To contribute to future strategies and business plans
13. To evaluate the performance of the organisation bi-monthly
14. To be responsible for the Self-Evaluation
15. To undertake an annual self-assessment and appraisal
16. To complete a Declaration of Interest form annually

Behavioural

17. To work effectively as a member of a team and encourage others to do so
18. To be impartial, fair and to respect confidences
19. To have a high level of commitment and contribution
20. To have a professional approach at all times
21. To have empathy with and loyalty to the purposes of the organisation
22. To be flexible about change
23. To ensure that appropriate standards of behaviour are maintained and that all board members are given the opportunity to express their views
24. To have equal responsibility for decisions that affect of the success of the organisation.
25. To act only in the best interest of the organisation and not on behalf of any constituency or interest group, including personal interest.

Time Management

- 26. To attend Board Meetings (10 meetings per year), to prepare for these meetings (2 hours per meeting) and to attend at least one full away day per annum and the AGM
- 27. To attend training events, conferences and relevant events (external, sector and Cadwyn)
- 28. To attend at least one tenant event per annum
- 29. To attend appeal hearings (as and when necessary)
- 30. For those on sub-committee, to attend meetings, prepare for these meetings and attend related training, conferences and relevant events

Senior Management

- 31. To work constructively with the Senior Management Team and staff

Networking

- 32. To represent and act as an ambassador for Cadwyn at external events
- 33. To establish constructive working relationship with Regulator
- 34. To establish constructive working relationship with stakeholders

Equal Opportunities

- 35. To ensure equal opportunity to access, service delivery and governance

Agreed by Postholder: **Date:**

Signature of Chief Executive: **Date:**.....

<p>Cadwyn is committed to the Principles of Equal Opportunities, Tenant Participation, Professionalism, Openness and Accessibility</p>
