



WILLIAMSBURGH

HOUSING ASSOCIATION LTD

Chairperson's Role Description

Role Description for Chair of Williamsburgh Housing Association

1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Chair of Williamsburgh Housing Association and to the Convenors of Williamsburgh Housing Association's sub-committees]. The responsibilities described here are additional to those set out in the Management Committee Members' role description. It should be considered alongside Williamsburgh Housing Association's Rules and Standing Orders.
- 1.2 This role description will be used to support the annual review of the Management Committee's effectiveness. It will be used to appoint the Chair and sub-committee Convenors after each AGM. Management Committee Members who wish to be considered for this office will be invited to say how, if elected, they will carry out the duties that are set out here before the election takes place.
- 1.3 In the event that the Chair is unable to fulfil their responsibilities, the Vice Chair will carry out the duties of the Chair.
- 1.4 As set out in the Standing Orders, the Chair of Housing Association may not also serve as the Chair of a sub-committee and each sub-committee must elect a different Chair.
- 1.5 An overview of the Role of the Chair is outlined in Rule [59.5] of Williamsburgh Housing Association's Rules.
- 1.6 The Chair will be elected by the Management Committee each year at the first Management Committee meeting following the AGM. Whilst the Chair of Williamsburgh Housing Association can be re-elected, in accordance with Rule [59.10] of Williamsburgh Housing Association's Rules, they cannot serve a continuous term of more than five years. There is no expectation that the Chair must serve the full five year maximum term.
- 1.7 In the spirit of Williamsburgh Housing Association's rules, if an individual has served five years as Chair, they should not be subsequently re-elected as Chair at any point.

2. Key Responsibilities

2.1 The Chair must act, and be seen to act, at all times on behalf of the Management Committee. The Chair's key responsibilities are:

- To lead the Management Committee constructively, provide direction and manage meetings effectively
- To develop and maintain a constructive and positive working relationship with the Chair, Chief Executive and senior staff
- To uphold Williamsburgh Housing Association's Code of Conduct and promote good governance
- To ensure that Williamsburgh Housing Association's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required

3. Leadership and Direction

3.1 The Chair is expected to:

- Represent Williamsburgh Housing Association positively and effectively
- Set the style and tone of Management Committee meetings to ensure effective and participative decision making
- Promote and uphold the Code of Conduct for Williamsburgh Housing Association's Management Committee
- Ensure that the necessary arrangements are in place to enable Williamsburgh Housing Association to honour its obligations, achieve its objectives and meet agreed targets
- Demonstrate and support the principles of good governance at all times
- Ensure that the Management Committee has access to the range of skills, knowledge and experience necessary for the achievement of Williamsburgh Housing Association's aims and objectives and for the fulfilment of the Management Committee's responsibilities
- Ensure that the Management Committee has access to the necessary advice, information and support to fulfil its responsibilities and that, where appropriate, external and/or specialist advice is sought
- Provide support to new and experienced Management Committee Members by promoting access to relevant induction, training and development opportunities

4. Working with the Chief Executive

4.1 The Chair should:

- Establish a constructive relationship with the Chief Executive and ensure that their respective roles of leading and managing are recognised and promoted effectively. [Sub-committee Chairs should establish similar relationships with the relevant senior staff member].
- Ensure that the conduct of Williamsburgh Housing Association's business continues effectively between meetings of the Management Committee and act under delegated or emergency authority when necessary
- In the event of a vacancy, ensure that effective arrangements are implemented for the recruitment and appointment of a Chief Executive, in accordance with Williamsburgh Housing Association's agreed recruitment practices
- Carry out, with at least one other Management Committee member, the Chief Executive's annual appraisal and report to the Management Committee
- Ensure that appropriate arrangements are in place and implemented effectively for the support and remuneration of the Chief Executive
- In the event that it is necessary, be responsible for dealing with a grievance or disciplinary action in respect of the Chief Executive, in accordance with Williamsburgh Housing Association's agreed procedures

5. Promoting Good Governance

5.1 The Chair is required to:

- Promote and demonstrate the highest standards of ethical conduct and integrity
- Initiate any investigation under the terms of Williamsburgh Housing Association's Code of Conduct
- Chair all general meetings of Williamsburgh Housing Association in accordance with the Rules
- Chair all Management Committee meetings of Williamsburgh Housing Association, in accordance with the Rules and Standing Orders
- Ensure that all Management Committee members have access to appropriate information and have an opportunity to contribute to discussion and consideration of all matters requiring their attention
- Manage meetings effectively to ensure that there is sufficient time for the consideration of all relevant issues; for performance to be monitored effectively and for risk to be assessed realistically
- Ensure that all delegated authorities are monitored and reporting arrangements are implemented effectively

6. Conduct of Housing Association's Business

6.1 The Chair is expected to:

- Ensure that Williamsburgh Housing Association's business is efficiently and accountably conducted between Management Committee meetings
- Sign cheques and documents requiring the Management Committee or the Chair's authorisation, in accordance with Williamsburgh Housing Association's standing orders
- Take decisions on behalf of the organisation in the event of emergencies that occur outside the regular meeting cycle and report these back to the Management Committee for ratification
- Ensure that the skills, knowledge and support available to the Management Committee are kept under periodic review

7. Monitoring and Review

- 7.1 This role description was approved by the Management Committee on 30th September 2020. It will be reviewed not later than 30th September 2021.