**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION**

**THE ROLE AND RESPONSIBILITY**

**OF THE CHAIRPERSON**

1. **INTRODUCTION**

The Regulatory Standards of Governance and Financial Management document was introduced by the Scottish Housing Regulator in April 2012. It includes 6 standards and accompanying guidance that RSL’s should seek to comply with in order to demonstrate effective governance.

The requirements of the Regulatory Standards will be used as a template to define the role and responsibility of the Chairperson and summarise their responsibilities within the context of an outline job description.

The Regulator has stated that it will be for individual RSL’s to decide how the standards apply, taking account of local context, individual circumstances and the size, scale, structure and complexity of the organisation.

1. **GENERAL REMIT AND DUTIES**
* The Chairperson shall endeavour to ensure that the Management Committee fulfils and promotes the aims and objectives of the Association and ensures that it operates within its rules and the law.
* The Chairperson shall ensure that meetings are conducted in an orderly fashion in accordance with our rules.
* The chairperson shall act as a spokesperson of the committee and the Association when attending external events.
* The chairperson will ensure that written or verbal reports from staff are robust, factual and comprehensive enough to be understood by committee members with sufficient information to enable decisions to be made. The reporting framework will be reviewed annually for appropriateness.
* Where the chairperson is not present at a committee meeting, his/her remit and duties will be undertaken by the vice chairperson.
* The chairperson shall ensure that committee meetings are quorate before a meeting can take place. Our rules specify that there must be a minimum of 4 members present.
* The chairperson shall ensure that committee members declare any interest s in agenda items at the beginning of each meeting
1. **COMPLIANCE WITH REGULATORY STANDARDS**
* The chairperson shall ensure that a governance framework is put in place to ensure that the Business Plan/IMP is reviewed and updated annually.
* The chairperson shall ensure that the Association sets annual performance targets and that progress against targets are monitored and reported to the management committee quarterly.
* The chairperson shall ensure that membership of the management committee complies with our rules and there must be a minimum of 7 members and a maximum of 15.
* The chairperson shall ensure that standing orders fully details the committee’s core responsibilities. The role of staff in servicing the committee should be clear.
* The chairperson shall ensure that an annual financial audit is carried out which contains a qualified statement of the Association’s financial health
* The chairperson shall ensure that annual returns are submitted timeously to various Regulatory Bodies.
* The chairperson shall ensure that a Code of Conduct is in place which requires all committee members to work for the good of the Association, be accountable for their decisions and accept collective responsibility for decisions made. The code of conduct should be signed annually.
* The chairperson shall ensure that agenda, minutes and reports are sent out in advance of committee meetings in order to ensure that members have the opportunity to consider the content of reports and any decisions being recommended
* The chairperson shall ensure that an Entitlements Payments and Benefits Policy is in place. A Register of Interest shall also be maintained to record any perceived conflicts of interest that committee or staff may have.
* The chairperson shall ensure that the Association has effective financial and treasury management controls and procedures to achieve the right balance between costs and outcomes. A Treasury Management Report will be presented to committee annually.
* The chairperson shall ensure that a risk management strategy is in place which identifies risks and outlines control mechanisms in place to minimise risk. This should be reviewed annually.
* The chairperson shall ensure that the Association bases its financial forecasts on appropriate and reasonable assumptions and information.
* The chairperson shall ensure that the structure and calendar of meetings are appropriate for the Association’s size, scale and structure.
* The chairperson shall ensure that an Internal Audit programme is in place which is designed to assess higher risk areas and/or operational assurance of good practice/Regulatory compliance.
* The chairperson shall ensure that an appropriate Code of Governance Policy is in place which outlines the requirement of staff to conduct their affairs with honesty and integrity.
* The chairperson shall ensure that a robust Equalities and Diversity Policy is in place which pays due regard to the need to eliminate discrimination, advance equality and foster good relations in all areas of our work, including Governance arrangements.
* The chairperson shall ensure that the Director is appraised annually by the office bearers and the outcome documented. Director’s remuneration should be in line with nationally agreed pay scales.
* The chairperson should ensure that there are clear procedures for employees and committee members to raise concern or whistleblow if they believe there has been fraud.
* The chairperson should ensure that the Association undertake annual formal committee appraisals in order to ensure that we annually assess the skills, knowledge and diversity it needs to provide capable control and constructive challenge to achieve good outcomes and manage its affairs.
* The Association shall ensure that it holds an AGM within 6 months of the financial year end.

These duties are not considered exhaustive and common sense and discretion must be applied to cover situations not specifically included in this role and responsibility document. Any situations that are not specifically covered, or give cause for concern can be discussed with the Director or office bearers.

These duties are not the sole responsibility of the chairperson and all committee members have a collective responsibility to ensure good governance.

The Association’s staff have delegated responsibility for applying policies and procedures and for carrying out all operational duties.