**Roupell Park Residents Management Organisation Ltd**

**Board Member Job Description**

Working together as a Board

1. To make sure that RPRMO complies with its rules, standing orders, financial regulation and legislation

2. To make sure that we focus on achieving our Vision and Objectives.

3. To contribute actively to the board’s work in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.

4. To make sure that RPRMO uses its resources exclusively to deliver its purpose and vision and to ensure its financial stability and the proper use of the organisations funds.

5. To safeguard the good name and values of RPRMC.

6. To ensure the effective and efficient administration of RPRMO.

7. To make sure that the Estate Director is appointed and his/her performance is monitored and appraised.

8. To make sure that RPRMO consults and involves its members, residents and other key stakeholders as and when appropriate.

9. To put a plan in place to ensure the continuity of the board’s in the future.

10. To make sure that the TMO complies with the terms of the Management Agreement with Lambeth Council.

Individual Responsibilities

Each Board member will be expected to take a full an active role and should use any specific skills, knowledge or experience they have to help the Board reach sound decisions.

This will involve:

* Scrutinising Board papers before meetings
* Attending Board meetings regularly
* Taking an active role in discussions
* Focusing on key issues and helping the Board to make decisions
* Taking part in sub committees and boards
* Taking part in team building and learning events
* Declare conflicts of interest and comply with the TMO’s Code of Conduct
* Undertaking training to strengthen their understanding of the role or Board member and duties for which members are responsible.

**Board Member Person Specification**

We know that very few people will have all the knowledge, experience and skills set out in this person specification. However we are looking for a Board that will between them have these skills. Any applicant should therefore set out the skills that they can contribute so that we can match them to the rest of the Board.

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| **Knowledge and Experience**   * Knowledge of Social Housing and in particular an understanding of tenant management * Experience of being part of a board of management of a small organisation * Experience of Tenant Management Organisations * Experience of Housing Management and Repairs * Knowledge of accountancy practices and in particular as they relate to small businesses * Experience and knowledge of resident involvement and participation in the running of their homes * Experience of developing communities to ensure that residents meet their full potential both and as an individual and as a group * Experience of people and resources management |
| **Skills**   * To have excellent communications skills and to be able to relate to a wide range of stakeholders * To be able to represent RPRMO at a local and national level to enhance its profile * To be able to understand performance management information * To work in partnership with the organisations staff to deliver the organisations objectives * The ability to understand sometimes complex reports and to contribute to Board discussions and decision making * The ability to act as part of a diverse team with varying skills and abilities |
| **Other Requirements**   * Being able to attend regular Board meetings (6 evenings a year) plus occasional weekend activities * An understanding of the principles of equalities and diversity and how these will apply to this role |