



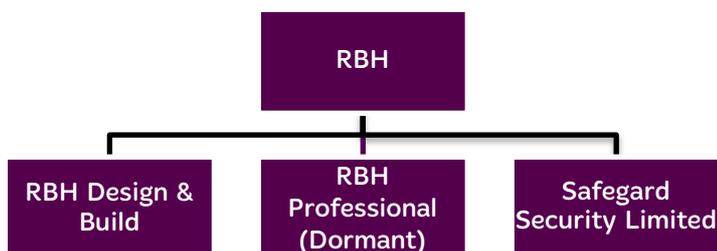
ROLE PROFILE FOR:

Chair of RBH Board

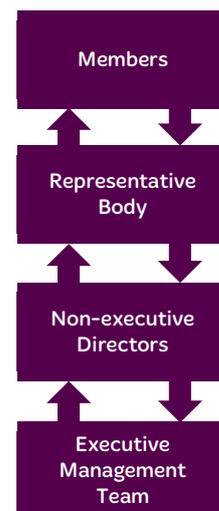
Service Area:	Board
Grade:	Chair of RBH Board: There is an option for Board remuneration up to £11,000 per annum subject to a Services Agreement
Hours of Duty: <i>* Number of hours fluctuates depending on frequency of meetings</i>	<ul style="list-style-type: none"> • Chair at least 4 Board meetings per year, 1 Board Away Day, observe 6 Representative Body meetings, Chair 2 Joint meetings between the Board and Representative Body, Chair the Annual Members Meeting each year • It is anticipated the Chair will commit on average four days a month to the role. Some of this time will be spent within the organisation; some preparing for meetings; and some as an ambassador for RBH externally • However, this may vary according to the time of year and any special circumstances that may occur. • Any additional duties as outlined in the Services Agreement
Special requirements:	Responsible for own transport arrangements to RBH events – expenses will be paid in line with Board expenses Policy and contractual terms and conditions where applicable.
Workflow & Project Information:	Generally 60 % based in meetings, with 5 % of time out on visits and 35 % on report reading and correspondence with Board members.
Resources:	Responsible for RBH group budget and providing leadership to the Board the Executive Team and employees; approximately 545 employees, 12,700 RBH homes and buildings, 15,000 tenants.
Job Purpose & Outcomes:	Guardian of the Board’s decision making process - Strategic oversight, governance and leadership of the society in collaborative partnership with the Representative Body.

How this post fits within the team:

RBH Group Structure



RBH Governance Structure





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Summary of Role:

Overview

- Provide oversight, governance and leadership to the RBH Board and Society in the pursuit of its strategies
- Ensure that mutual nature of RBH and its values and principles underpin all Board business and decisions.
- Oversee and set the long-term strategic direction of RBH allowing it to capitalise on its unique position as a mutual society.
- Building and maintaining close relations with the Chair of the Representative Body and its members.
- Facilitating Members confidence in the effectiveness of the Society's democracy and mutual identity.

Values

- Upholding the values of RBH by example, ensuring RBH values are reflected in Board discussions and decisions and promoted throughout the Society.
- Safeguarding RBH's mutual status and ensuring the ethos of mutuality is reflected in RBH's work.
- Ensuring that the Society promotes equality and diversity for all its tenants, employees and other stakeholders.
- Promotes effective communication and engagement with members
- Ensuring RBH meets its commitments to members and tenants and ensuring the interests of stakeholders and members are central to Board discussions.

Relationships

- Act as an ambassador for RBH at various external events – locally, within Greater Manchester and at a national level.
- Building and maintaining close relations with RBH's members, Chief Executive and employees to promote the effective operation of activities.
- Working with external partners in the borough, within Greater Manchester and nationally to ensure RBH develop new and better ways to improve services and regenerate our places.
- Develop an effective and constructive working relationship with the Secretary including agreeing the agenda of forthcoming meetings.



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Responsibilities

- Leadership of the Board, ensuring orderly conduct of meetings, decision making and effectiveness of performance.
- Ensure that the Board meetings take place regularly and are well organised and the Board agenda is set appropriately Ensures compliance with all legal and regulatory requirements as well as the NHF Code of Governance, RBH rules and approved policies and best practice.
- Facilitate the effective contribution of Board Members and ensuring the constructive relations between Executive and Non-Executive Directors.
- Responsible for overseeing good relationships between the Board and the Representative Body including attending as an observer, along with at least one other Non-Executive Director, every meeting of the Representative Body.
- Ensure that the Board keeps abreast of changes in the wider housing environment which may affect RBH.
- Ensure that the Chief Executive is held to account, appraised regularly and any performance issues are addressed. To include determining the remuneration of the Chief Executive and other senior employees.
- Ensure that the Board are regularly appraised both individually and collectively ensuring appropriate levels of attendance and performance are achieved and development plans are in place and delivered. This will include the Chair's own appraisal.
- To chair the Annual Members' Meeting and any other special members' meetings that may be called from time to time.
- Ensure the Board receives accurate, timely and clear information and ensures the required task and finish groups and committees are established and operate effectively
- Maintain an overview of financial performance, taking action when required.
- Uphold the highest standards of integrity and probity.
- To ensure the Board agrees the role of the Deputy Chair and any other specific roles where appropriate.



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- To sit on the Nominations Committee with up to four Representatives in order to identify suitable Non-executive director candidates for appointment to the Board.

Competencies:

There are 5 Leadership 8 Technical competencies, 6 Personal competencies and 8 Organisational competencies for this role.

Leadership competencies:

We are looking for:

- Ability to demonstrate leadership to the Board and Executive Management in line with the RBH values;
- Able to command the respect of other Board members, employees and external stakeholders;
- Ability to work constructively with others to identify and achieve corporate objectives;
- Ability to chair meetings impartially, encourage all participants to make a contribution and to reach a consensus;
- Ability to create and develop strong working relationships with partners and stakeholders.

Technical competencies (knowledge and skills):

We are looking for:

- Financial knowledge (e.g. principles of budgeting, financial terminology, reading a balance sheet, financial viability and performance);
- Experience of chairing groups, committees or boards at a regional or national level;
- Experience of leading a complex organisation during a period of change;
- Knowledge of best practice in governance;
- Understanding of current issues in social housing and regeneration;





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- Good understanding of the social, economic and political environment within which RBH operates;
- Experience of building strong and effective teams;
- Experience of organisational performance frameworks.

Personal competencies:

We are looking for:

- Commitment to the mutual vision and values of RBH;
- Commitment to equality and diversity in employment and service delivery;
- High standards of personal and professional integrity;
- High level of personal drive;
- Excellent all-round interpersonal and communication skills;
- Ability to attend Board meetings, Representative Body meetings, training and development events and other corporate activities which may be held in the evening and at weekends.





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Organisational competencies:

- **Customer Focus** – has the commitment to putting customers first and ability to deliver a consistently high quality service.
- **Communicating & Influencing** – the ability to communicate spoken and written information clearly and effectively in a variety of formats with a diverse range of people. Takes account of their views and uses influence where necessary for a productive outcome.
- **Working Efficiently and Effectively** – ensures own and direct reports targets are met. Delivering quality services which offer value for money within agreed timeframes. Being creative and practical in developing new ways of working to improve services for customers and partners.
- **Team Working** – Uses interpersonal skills to work co-operatively with colleagues, internal and external partners, working pro-actively across cultures and organisational boundaries, sharing information, new knowledge, innovation and ideas.
- **Embracing Change** – the ability to plan for, adapt to and work with a variety of situations, individuals and groups. It is having a positive attitude to change and the ability to identify opportunities to improve performance.
- **Leadership** – encouraging, supporting and inspiring others to develop confidence and capability in order to realise their full potential.
- **Respect** – the recognition and valuing of difference in the broadest sense. It is about creating a working culture and practices that recognise, respect, value and harness diversity for the benefit of the Society and all individuals.
- **Commitment to the Society** – the ability to demonstrate understanding of and commitment to the Society and the services it provides for our communities. It is about working with consistency, integrity, accountability and demonstrating this by being positive and professional at all times.

Date created: June 2013 **Date Reviewed:** March 2020

