



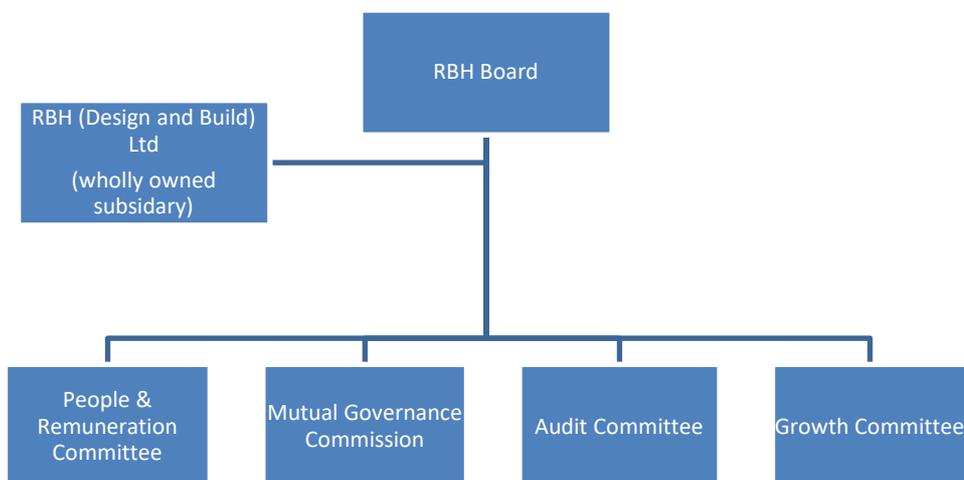
ROLE PROFILE FOR:

Independent Committee Member

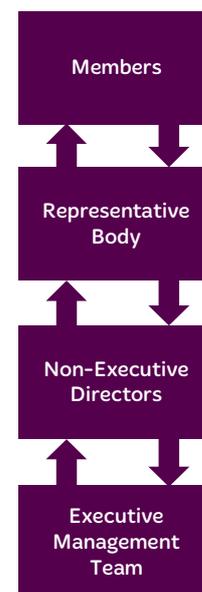
Service Area:	Audit Committee
Grade:	Independent Committee Member: voluntary position with reasonable expenses.
Hours of Duty: <i>* Number of hours fluctuates depending on frequency of meetings</i>	<ul style="list-style-type: none"> ▪ Approx. 4 Committee meetings a year and associated meeting preparation, ▪ Occasional attendance at Representative Body meetings, ▪ Up to 2 hours of email correspondence a month.
Special requirements:	Responsible for own transport arrangements to RBH events – reasonable expenses will be paid.
Workflow & Project Information:	Generally 60% based in meetings, 40% on report reading and correspondence with Committee members.
Job Purpose & Outcomes:	Provide oversight of the audit process, the financial reporting process, the company's system of internal controls and compliance with laws and regulations.

How this post fits within the team:

RBH Board Structure



RBH Governance Structure





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Main areas of work:

Overview

- The Board has responsibility for the overall control of the affairs of the Society. The Board may delegate certain responsibilities to committees for support and guidance.
- The Audit Committee is a committee of the Board of Directors responsible for oversight of the financial reporting process, selection of the independent auditor, and receipt of audit results both internal and external. The Committee assists the Board of Directors fulfill its corporate governance and overseeing responsibilities in relation to RBH's financial reporting, internal control system, risk management system and internal and external audit functions.
- Ensure that the mutual nature of RBH and its values and principles underpin Committee discussions and decision.
- Upholding the values of RBH by example and ensuring that RBH values are reflected in Board discussions and decisions and promoted throughout the Society.

Relationships

- Working within the parameters of the Committee's Terms of Reference and delegated authority to take decisions on behalf of the Board, and make recommendations to the Board.
- Building and maintaining close relations with the other Committee Members and Employees to promote the effective operation of activities.
- Working with partner organisations to ensure robust scrutiny of processes and decisions.
- Maximising benefits of sector and commercial networks to bring best practice and innovation to RBH development and regeneration

Strategy & Performance

- Analysing and contributing positively to the strategic development of RBH and other material/significant issues facing the Society.



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Stewardship

- Ensuring that RBH complies with its loan covenants, constitution and any other applicable legislation and regulations.
- Maintaining the financial viability of RBH and ensuring the best use of financial and other resources in order to maximise the success of RBH.
- Ensuring that financial controls and systems of risk management are robust and that the Board is kept fully informed through timely and relevant information.
- With the assistance of the Secretary, promoting the highest standards of corporate governance in compliance with regulatory requirements and best practice, where appropriate.

Committee Member Responsibilities

- Acting in the best interests of RBH and undertaking collective responsibility with other committee members.
- Provide leadership, challenge and support in a constructive manner to Employees of RBH reporting to the Committee
- Participating in any induction, training and evaluation identified as an individual and of the Committee.
- Undergoing an individual and Board performance appraisal, and attending any additional training highlighted as a result of the evaluation process.
- Uphold the highest standards of integrity and probity, adhering to the Board Code of Conduct.
- Safeguarding the good name and reputation of RBH.



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Competencies:

There are 6 Technical competencies, 4 Personal competencies, 4 Leadership competencies and 8 Organisational competencies for this role.

Technical competencies (knowledge and skills):

We are looking for:

- It is essential Committee members have a high level of experience in one or more of the following areas:
 - Finance
 - Internal audit
 - Risk management and systems of internal control
 - Governance
- An ability to understand complex issues and the importance of accountability and probity in public life;
- An ability to analyse and question written reports and verbal reports on audit and risk management activities;
- Understanding and acceptance of the legal duties, liabilities and responsibilities of Committee Members;
- Sound knowledge of corporate governance;
- An understanding of the challenges facing RBH and the communities we serve.

Personal competencies:

We are looking for:

- A commitment to uphold mutual values, principles and ethos.
- A people focus with an empathy for others;
- Common sense and diplomacy;
- Commitment, time and enthusiasm to fulfil the role;

Leadership competencies:

We are looking for:

- Strong business acumen;
- Experience of strategic decision making;
- Highly developed interpersonal and communication skills;
- Sound, independent judgement and the courage to stand up for what one believes in.



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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: January 2019

Date Reviewed: March 2021