

REPRESENTATIVE ROLE DESCRIPTION

A. Overall Purpose

The Representative Body represents RBH members and the wider interests of the community in the governance of the Society's affairs. Individual Representatives act in accordance with this role profile and the Representative Body Code of Conduct to determine strategic direction, to monitor the performance of key corporate strategy projects and to deliver good governance through open and transparent decision making.

As an elected representative, you are responsible for the following areas:

1) Strategy and Service Delivery

- Approve RBH's corporate strategy;
- Consult with and approve the policy framework within which the Society operates;
- Establish, maintain and monitor progress of the membership strategy;
- Ensuring that RBH's values lie at the heart of RBH strategy, performance and service delivery;
- Working with and supporting the Board of Directors in developing the Society's business plan.

2) Performance

- Monitor the performance of the Society and the Board of Directors against the corporate strategy;
- Representatives can act as project sponsors for individual projects within the corporate strategy, monitoring their implementation and reporting back to the Representative Body on successes or issues as required.

3) Recruitment and Appointment

- Appoint and, if necessary, remove the Chair of the Board of Directors;
- Appoint and, if necessary, remove Non-Executive Directors;
- Approve the appointment of the Chief Executive by the Non-Executive Directors;
- Decide the level of pay, if any, and other terms and conditions of office of the Non-Executive Directors;
- Approve the appointment of the Secretary of the Society;
- Recommend to the Member's Meeting (after consulting with the Board) the appointment of the external auditor.

4) Membership

- Positively promote membership of RBH and the role of Representatives;
- Communicate with members and facilitate ways for members to communicate with the Representative Body;
- Establish, maintain and monitor progress of the membership strategy.

B. Person Specification

1) Personal Attributes

- Shares the vision, values and commitments of the mutual;
- Passionate about inspiring communities which enhance the lives of people who live and work in them and being a positive role model within these communities;
- Willingness to scrutinise and challenge the information provided;
- Honesty and integrity;
- Co-operatively minded and willing to work as part of a team;
- Creative thinking and bringing forward ideas and focussing on solutions;
- Willing and able to prepare for and attend meetings, training sessions and other events by preparing, attending, challenging and questioning;
- Have respect for others and be committed to equality and diversity;
- Respects and demonstrates confidentiality of information;
- Build relationships and work co-operatively with all employees and the Board.

2) Skills and Experience

RBH recognises the unique contribution of all members to the Society therefore, no core skills are required to be a Representative, the commitment to the values and principles of RBH will ensure the good governance of the Society for the people we employ and the wider communities within the borough of Rochdale.

3) Time commitment

The Representative Body meets approximately 6 weekly. The majority of meetings take place in the early evening however some training and working groups do take place during the day.

On average, Representatives can expect to spend 2-4 hours each week on Representative Body work.