

## REPRESENTATIVE BODY CHAIR ROLE PROFILE

### A. Responsibilities

- 1) General responsibilities as a Representative, as set out in the Representative Body Role Profile and Representative Body member Code of Conduct.
- 2) Ensures that Representative Body Meetings run smoothly and in the spirit of mutuality.
- 3) Responsible for overseeing effective relationships between the Representative Body and the Board including attending Board meetings as an observer, along with another nominated representative.
- 4) Responsible for overseeing effective relationships between the Representative Body, its working groups, the Executive Management Team and appropriate Rochdale Boroughwide Housing (RBH) employees.
- 5) Responsible for agreeing the forward plan of the Representative Body as a member of the Agenda Planning Group.
- 6) Facilitating Members confidence in the effectiveness of the Society's democracy and mutual identity.
- 7) Member of the Mutual Governance Commission.

### B. Specific Duties

- 1) To uphold the Rules and values of the Society.
- 2) To be responsible for the effective conduct of Representative Body meetings, remaining neutral throughout the meeting and encouraging Representatives to participate by bringing opinion and challenge where appropriate and making collaborative decisions.
- 3) In conjunction with the Secretary, ensures that Representative Body meetings take place at appropriate intervals and at suitable times.
- 4) To ensure that all Representatives are given the opportunity to express their views and that appropriate standards of behaviour are maintained in accordance with the Code of Conduct for Representatives.
- 5) To deal with paperwork associated with the function of chairing Representative Body meetings, including overseeing the agenda.
- 6) To establish a constructive working relationship with the Chief Executive, the Chair of the Board and the Secretary.
- 7) To attend functions and meetings on behalf of RBH.
- 8) To ensure that the Representative Body clearly defines to its working groups and / or task and finish groups the assistance required to assist the Representative Body and to ensure that the Representative Body does not delegate any of its functions.
- 9) To undertake the Representative Body breach of conduct procedure as and when required.

### C. Time Commitment

An average of 5 hours per week.