

Board Member Role Description



As a Board member of Community Gateway Association (CGA), I agree to uphold the following areas of responsibility, both on an individual and collective basis:

The Functions of the Board

The functions of the Board are summarised below:

- Be ultimately responsible for the overall direction and control of CGA, including the determination of CGA's strategic direction through an effective business plan and policies
- Define CGA's core values and objectives and ensure that policies and procedures are in place to achieve these objectives, reflecting best practice
- Regularly monitor CGA's performance in relation to these objectives, budgets, controls and decisions, and also in the light of customer and other stakeholder feedback and the performance of comparable organisations
- Ensure that policies and objectives are appropriate to CGA's customers and other stakeholders and are fair in their treatment and application
- Approve each years accounts, budget and business plan prior to publication
- Regularly review the business plan and accounts and monitor performance against them
- Establish and oversee a framework of delegation, systems of internal and financial control as well as a framework for the identification and management of risk, ensuring that the Board receives regular reports on these
- Agree or ratify policies and decisions on all matters that might create significant financial, reputational or other risk to the organisation, or which raise material issues of principle
- Examine and approve new business development opportunities
- Ensure CGA meets a high standard of governance, accountability, openness and probity
- Ensure CGA complies with its Rules of Association and those of its Regulatory Body
- Ensure full compliance with regulatory standards from the various regulatory authorities
- Ensure CGA engages with local communities and supports and develops community consultation, involvement and participation
- Ensure CGA's compliance with high standards of equality and diversity practices
- Continually monitor and annually review Board performance and effectiveness, seeking improvement where necessary
- Work in conjunction with the Gateway Central (CGA's central tenant body), valuing their input, taking full account of their opinions and acting upon their recommendations
- Respect the role of staff and managers in running the day to day business operations
- Appoint (and if necessary, dismiss) the Chief Executive and approve his/her salary, benefits and terms of employment

Board Member Responsibilities



A Board member is bound to act in the best interests of the organisation and its stakeholders, and must:

- Support and uphold the values, aims and objectives of the Association
- Uphold and advance the Association's core policies, in particular the equality and diversity policy
- Declare any conflicts of interest, as and when they arise, and ensure all interests are declared
- Abide by the standing orders, as amended from time to time
- Lead by example at all times, adhering to CGA's Board Member Code of Conduct and the NHF's Code of Governance
- Act in the best interest of CGA and not specifically on behalf of any constituency or interest group
- Raise any concerns about CGA's affairs with the Chief Executive or Chair of the Board
- Recognise CGA's need to review the effectiveness of the Board and its membership
- Participate in annual (or at such a frequency as determined by Board) appraisals of own performance and effectiveness, in order to strengthen the Board
- Contribute to, and share responsibility for, Board decisions
- Be as open in communication as possible
- Respect confidentiality of information
- Prepare for and attend meetings, undertaking any follow up work, regularly
- Be familiar with CGA's work, attend appropriate training events to keep knowledge up to date and relevant and represent CGA as required
- Keep informed of wider developments in social housing and share knowledge and intelligence as appropriate
- Represent CGA positively to all external audiences
- Work as a team with other Board Members
- Work in partnership with members of staff and Gateway Central

I (Print Name) _____ having read the above, understand the functions of CGA's Board and my responsibilities as a CGA Board member.

Sign: _____

Date: _____