2. Role Description for Chair of Yorkhill Housing Association

1. Introduction

1.1 This role description sets out the particular duties and responsibilities that attach to the Chair of Yorkhill Housing Association and to the Chairs of Yorkhill Housing Association's sub-committees.

The responsibilities described here are additional to those set out in the Governing Body Members' (GBM) role description. It should be considered alongside the Association's Rules and Standing Orders.

1.2 This role description will be used to support the annual review of the Governing Body's effectiveness. It will be used to appoint the Chair and sub-committee Chairs after each AGM. Governing Body Members who wish to be considered for this office will be invited to say how, if elected, they will carry out the duties that are set out here before the election takes place.

1.3 In the event that the Chair is unable to fulfil their responsibilities, the Vice Chair will carry out the duties of the Chair.

1.4 **T**he Chair of Yorkhill Housing Association may not also serve as the Chair of a sub-committee and each sub-committee must elect a different Chair.

1.5 An overview of the Role of the Chair is outlined in Rule 59.6 of YHA's Rules.

1.6 The Chair will be elected by the Governing Body each year at the first Governing Body meeting following the AGM.

Whilst the Chair of Yorkhil**l** Housing Association can be re-elected, in accordance with Rule 59.11 of the Association's Rules, they cannot serve a continuous term of more than five years. There is no expectation that the Chair must serve the full five year maximum term.

1.7 In the spirit of Yorkhill Housing Association's Rules, if an individual has served a total of five years as Chair either cumulatively or consecutively, they should not be subsequently re-elected as Chair at any point.

2. Key Responsibilities

2.1 The Chair must act, and be seen to act, at all times on behalf of the Governing Body. The Chair's key responsibilities are:

- To lead the Governing Body or sub-committee constructively, provide direction and manage meetings effectively
- To develop and maintain a constructive and positive working relationship with the Chief Executive and senior staff
- To uphold Yorkhill Housing Association's Code of Conduct and promote good governance

- To ensure that Yorkhill Housing Association's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required

3. Leadership and Direction

3.1 The Chair is expected to:

- Represent Yorkhill Housing Association positively and effectively
- Set the style and tone of Governing Body or sub-committee meetings to ensure effective and participative decision making
- Promote and uphold the Code of Conduct for Yorkhill Housing Association's Governing Body
- Ensure that the necessary arrangements are in place to enable the Association to honour its obligations, achieve its objectives and meet agreed targets
- Demonstrate and support the principles of good governance at all times
- Ensure that the Governing Body has access to the range of skills, knowledge and experience necessary for the achievement of Yorkhill Housing Association's aims and objectives and for the fulfilment of the Governing Body's responsibilities
- Ensure that the Governing Body has access to the necessary advice, information and support to fulfil its responsibilities and that, where appropriate, external and/or specialist advice is sought
- Provide support to new and experienced Governing Body Members by promoting access to relevant induction, training and development opportunities

4. Working with the Chief Executive

4.1 The Chair should:

- Establish a constructive relationship with the Chief Executive and ensure that their respective roles of leading and managing are recognised and promoted effectively. Sub-committee Chairs should establish similar relationships with the relevant senior staff member.
- Ensure that the conduct of Yorkhill Housing Association's business continues effectively between meetings of the Governing Body and act under delegated or emergency authority when necessary
- In the event of a vacancy, ensure that effective arrangements are implemented for the recruitment and appointment of a Chief Executive, in accordance with the Association's agreed recruitment practices
- Carry out, with at least one other Governing Body member, the Chief Executive's annual appraisal and report to the Governing Body

- Ensure that appropriate arrangements are in place and implemented effectively for the support and remuneration of the Chief Executive.
- In the event that it is necessary, be responsible for dealing with a grievance or disciplinary action in respect of the Chief Executive, in accordance with the Association's agreed procedures

5. Promoting Good Governance

5.1 The Chair is required to:

- Promote and demonstrate the highest standards of ethical conduct and integrity
- Initiate any investigation under the terms of Yorkhill Housing Association's Code of Conduct
- Chair all general meetings of Yorkhill Housing Association in accordance with the Rules
- Chair all Governing Body meetings of Yorkhill Housing Association, in accordance with the Rules and Standing Orders
- Ensure that all Governing Body members have access to appropriate information and have an opportunity to contribute to discussion and consideration of all matters requiring their attention
- Manage meetings effectively to ensure that there is sufficient time for the consideration of all relevant issues; for performance to be monitored effectively and for risk to be assessed realistically
- Ensure that all delegated authorities are monitored and reporting arrangements are implemented effectively

6. Conduct of YHA's Business

6.1 The Chair is expected to:

- Ensure that the Association's business is efficiently and accountably conducted between Governing Body meetings
- Sign cheques and documents requiring the Governing Body or the Chair's authorisation, in accordance with Yorkhill Housing Association's standing orders
- Take decisions on behalf of the organisation in the event of emergencies that occur outside the regular meeting cycle and report these back to the Governing Body for ratification
- Ensure that the skills, knowledge and support available to the Governing Body are kept under periodic review

7. Monitoring and Review

7.1 This role description was last reviewed and approved by the Governing Body on 14th October 2021. It will be reviewed by the Governing Body not later than August 2023