

The responsibilities of Ascham Homes Board Members

Board members are volunteers who participate in the governance of Ascham Homes Ltd as registered company directors. Directors are come from one of three sources. They are (1) tenants or leaseholders of Ascham Homes who have been elected from either a contract panel or Tenant Management Organisation area, or (2) councillors who have been nominated to the board by the council, or (3) Independent members with specific expertise selected following formal recruitment. While each board member is valued for their personal expertise and contribution, all board members have common, shared responsibilities

The responsibilities of Board members are as follows;

- ⇒ To maintain knowledge of Ascham Homes and understanding of its business aims, objectives, and issues relevant to achieving them.
- ⇒ Attendance at main board meetings and committee meetings.
- ⇒ Compliance with the code of conduct and Board Member protocols.
- ⇒ Participation in achieving effective governance of the company by;
 - Preparation for meetings by reading Board papers in advance of meetings and asking for clarification if necessary.
 - Actively contributing to debates and decision-making at meetings.
 - Monitoring progress of the company, ensuring viability, achievement of targets, compliance with legislation and regulation.
 - Offering opinion, advice and guidance to the Board and staff on matters relevant to Ascham Homes.
 - Demonstrating commitment to the Ascham Homes Board values of respect, honesty, prudence, objectivity, transparency, confidentiality and disclosure in and outside of its meetings
- ⇒ Participation in the strategic work of the company by;
 - Working in partnership with staff and clients on the development and approval of the business plans and delivery strategies
 - Approval of contractors/partners.
 - Monitoring the organisation's performance in relation to plans, budgets, targets, controls and risk.

- Having an awareness of current good practice in the governance and operation of an ALMO.
- ⇒ Participation in additional activities which develop, share and monitor good practice in the company e.g. (tours of properties, special working groups, interviews, meetings, visits to other organisations, disciplinary and grievance proceedings).
- ⇒ Positively promoting and representing Ascham Homes on other bodies and places within the agreed framework of the Communication Strategy.
- ⇒ Demonstrate commitment to achieving a high standard of performance as a Board Member by attending training sessions and development opportunities
- ⇒ Participate in the Ascham Homes annual Board appraisal process
- ⇒ Demonstrate commitment to upholding the corporate values of Ascham Homes, specifically including:
 - Equal Opportunities and valuing diversity
 - Team working
 - Customer care
 - Quality Assurance

Time Commitment

Board meetings are held every other month. All meetings are held in the evening, usually starting at 7pm and finishing between 9pm and 10pm.

In addition, each Board member is required to join a Committee and attend its meetings. These are held in the evening and last about 2 hours. Committee meetings take place approximately every 8 weeks.

Other time commitments can vary depending on the level of involvement for example:

- Chairs of committees have pre meetings for agenda setting, reading of papers before each meeting and other preparatory issues;
- Attendance at training and development sessions which may be held on a Saturday. There is an annual 2 day strategic meeting.