

**Being a Committee Member  
of Ochil View Housing Association**



**OCHIL VIEW**  
— Housing Association Ltd. —

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## **1.0 PURPOSE OF THIS BOOKLET**

This booklet gives a short introduction to being a Committee Member of Ochil View Housing Association. It is aimed mainly at new Committee Members, but it is equally relevant to people who have been Committee Members for some time.

## **2.0 THE COMMITTEE'S RESPONSIBILITIES**

The Committee has ultimate responsibility for our work. It has 2 main functions:

- ✓ **To provide leadership and decide strategy**
- ✓ **To be in control of the Association's affairs and make sure it is meeting its most important obligations.**

Our Standing Orders & Delegated Authority document provides a full description of the Committee's responsibilities. You will receive more information about this and an explanation of the Committee's main functions as part of your induction training.

## **3.0 WHAT WE EXPECT OF EACH COMMITTEE MEMBER**

We expect each member to contribute to the work of the Committee and to meet individual responsibilities described in the Governing Body Code of Conduct you received along with your appointment letter.

You should read the Code of Conduct and sign it to confirm that you agree to meet the responsibilities it sets out. We ask all Committee Members to confirm their acceptance of the Code of Conduct after each year's Annual General Meeting.

## **4.0 WHAT BEING A COMMITTEE MEMBER INVOLVES**

We conduct our business at Committee meetings.

Our current Committee Structure is as follows;

- Management Committee
- Executive Committee

Plus 3 "sub" Committees:

- Finance, Audit and Corporate Governance
- Customer Services
- Health, Safety & Human Resources

The following table gives an estimate of the annual time commitment expected of Committee Members (excluding travelling time):

Attendance at 10 Management Committee(MC) meetings	20 hours, plus travel
Reading and preparation for MC meetings	30 hours
Attending Sub Committee meetings (based on membership of one Sub Committee)	12 hours, plus travel (dependent on sub Committee)
Reading and preparation for Sub-committee meetings	12 hours
Attendance at annual planning event	7 hours, plus travel
Serving on occasional/ad hoc working groups	4 hours, plus travel
Training and conferences	5 -10 hours plus travel
Total	90 hours (approx)

The above time commitments are illustrative only and may subsequently vary.

Office bearers will at times have additional responsibilities as members of the Executive Committee and Committee Convenors will have additional responsibilities including agreeing agendas with relevant staff and ensuring the minutes of meetings are formally “signed off”.

## **5.0 SUPPORT FOR COMMITTEE MEMBERS**

We want to make sure that all our Committee Members receive support to feel confident and be effective in their role.

We are not looking for every Committee Member to become an expert in everything that we do. However, building up skills and knowledge of our various services helps the Committee to be in control of the Association’s affairs. It also makes being a Committee Member a more satisfying experience.

In return for their commitment and time, the Association will provide Committee Members with:

- ✓ A welcome and introduction when they first join, and on-going support after that;
- ✓ Clear information and advice on their responsibilities as Committee Members and charity trustees, and on the work of the Association;
- ✓ Induction training to help new members to settle in;
- ✓ The chance to pair up or “mentor / buddy” with a more experienced member after joining the Committee, if new members would find this helpful;
- ✓ Reports that are clearly written and presented, and circulated in good time to allow members time to read and think about them before meetings;
- ✓ The chance to put members’ experience, skills and knowledge to good use;
- ✓ The chance to develop members’ own knowledge and personal skills;
- ✓ The chance to work in a mutually supportive environment;

- ✓ The chance to meet up with Committee Members from other organisations;
- ✓ The opportunity to stand for one of the Association's office bearer positions.

## **6.0 EXPENSES FOR COMMITTEE MEMBERS**

The Association's Committee Members are volunteers and do not receive payment for their contribution. There are legal rules that prevent Committee Members of their relatives benefiting personally from their involvement with the Association.

However, we do not expect any Committee Member to be out of pocket.

Expenses can be claimed in line with the Association's Policy and are promptly reimbursed. We will provide new members with more information about this during their induction.

## **7.0 WHERE TO FIND OUT MORE**

A copy of Ochil View's Governing Body Code of Conduct has been sent out with this booklet. You will also receive a more detailed Committee Member Induction Pack when you start your induction programme. Staff will take you through the Induction Pack documents as part of your induction.

**If you have any questions, the Director or Chairperson will be happy to discuss these with you.**

You will find brief details about the other members of the Committee as well as information about how to contact the Chairperson or any of the senior staff, on our website. If you do not have access to the website we will provide hard copies of this information

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Registered with the Scottish Housing Regulator (No HAL 213)

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A registered Scottish Charity No. SC033130

Property Factor Register No PF000367