



**Role:** Board member

**Reports To:** Chair

Remuneration: £3,000 per annum gross, plus travel expenses.  
An additional £1,000 per annum gross is payable to Committee Chairs  
The role is not eligible for the Local Government Pension Scheme

Tenure: initial term of up to 3 years, with a further two 3-year terms possible, subject to satisfactory annual appraisals

**Purpose of the role:**

YHN Board members are equally and jointly responsible for:

- the overall governance and strategic leadership of the business in accordance with its Business Strategy,
- ensuring YHN's continuing financial viability and long term sustainability,
- safeguarding the interests of the ALMO owners (the Council) and the public,
- representing the interests of HRA tenants and residents

**Key responsibilities:**

Working alongside other Board members with guidance from the Chair, all Board members play a key role in leading the organisation and the key responsibilities are:

**Strategy and Performance**

- Defining the statement of purpose, objectives and values of YHN, ensuring they reflect the company's obligations to all stakeholders, and ensuring sufficient resources are available to meet those objectives.
- Agreeing YHN Business Strategy, annual budget, annual Delivery Plan and key policies, delegating the responsibility for implementation to officers.
- Ensuring the organisation has an effective financial and performance management framework that monitors, scrutinises and reviews outcomes against the strategic objectives.
- Approval of annual accounts
- Holding Directors to account for the performance of the organisation.

**Risk**

- Ensuring the organisation has a robust risk management framework which identifies, assesses and manages strategic risks and that it is monitored and reviewed periodically for continuous improvement.
- Ensuring the organisation has a framework of delegation and systems of internal control, which is reviewed annually.

**Governance**

- Ensuring that structures and mechanisms are in place so that YHN complies with all applicable statutory and regulatory obligations, including Equality & Diversity and Health & Safety.
- Ensuring that YHN's affairs are conducted lawfully and comply with its rules and good governance, in accordance with the National Housing Federation Code of Governance.
- Adhere to the Code of Conduct for Board members and operate in accordance with the NHF Code of Governance.

**Key requirements:**

As a Board member you will be required to:

- Promote the success of YHN and its affiliated organisations for the benefit of tenants
- Act in the interests of the organisation and not on behalf of or representing any constituency or interest group
- Ensure the Board acts within its powers
- Exercise independence of judgement when making decisions
- Exercise reasonable care, skill and diligence and use the general knowledge, skill and experience that you have for the benefit of YHN
- Declare conflicts of interest in accordance with the code of conduct
- Follow the Board member code of conduct
- Read the agenda and papers and prepare for and attend Board meetings
- Undertake training appropriate to the role
- Serve on committees and task and finish groups as required
- Constructively challenge and contribute to debates at Board meetings
- Support the decisions, objectives and policies agreed by the Board
- Understand the importance of handling confidential and sensitive information in compliance with applicable legislation and guidance.
- Ensure the decisions of the board are appropriately reflective of a commitment to the requirements of the Equality Act 2010

**Key skills, knowledge and experience:**

The Chair will ensure that the Board and its committees have the appropriate balance of skills, experience, independence and knowledge required as set out in the Board skill matrix. Collectively, the members of the Board should have sufficient skills and experience to provide effective leadership for the organisation.

Individual Board members are expected to contribute to the effective delivery of these responsibilities and demonstrate competency in the skills specified below.

- Ability to work collaboratively as part of a team
- Ability to understand, interpret and analyse complex information, including financial
- Effective communication skills
- Ability to challenge constructively
- Ability to think strategically in providing direction whilst considering the long term implications of decisions

For certain posts, Board members may also be expected to display one or more of the following:

- Financial management expertise
- Risk management expertise
- Sector-specific knowledge – housing, customer service, healthcare, local government

**Time commitment:**

Board members are expected to devote adequate time to preparation for evening Board meetings (6 per annum), away days (2 per annum), Committees (minimum of 4 meetings), visiting projects, undertaking training and development events as appropriate, and to attend and participate in reviews linked to individual performance and that of the whole Board.

All YHN Board members are expected to be flexible within the scope of the role.