

## **Role description for members of the ng homes Board**

### **1. Introduction**

This role description sets out the main activities and responsibilities associated with being a Board member of ng homes.

Please refer to the role description in preparing for your annual review meeting with the Chair. It will be helpful in thinking about how you contribute to the work of the Board, anything you would like to change in the coming year, and any areas where you feel you might benefit from further support, learning or development.

### **2. Contributing to the Governance of ng homes**

All Board Members should make an active, positive contribution to the governance of ng homes, so that the Board meets its collective responsibility for leadership, direction, performance and control.

The Board is informed, advised and supported by the CEO and Management Team, who are responsible for the implementation of the strategies and policies approved by the Board and for the operational management of ng homes. The most important responsibilities of the ng homes Board include the following:

#### **Leadership and Strategy**

- Deciding ng homes' overall purpose and values, and making sure these are achieved
- Deciding and keeping under review the strategic direction and business objectives of ng homes and its subsidiaries, taking account of our operating environment and the needs and views of tenants and service users
- Approving and reviewing policies and plans to achieve ng homes' business objectives
- Ensuring that ng homes has adequate resources to achieve our strategic plans and to meet our obligations
- Ensuring that ng homes is accountable to our members, tenants and other stakeholders
- Identifying the risks associated with our strategy, and overseeing how these are managed
- Deciding and keeping under review ng homes' partnerships with other organisations
- Establishing constructive and professional relationships between the Board and senior staff.

#### **Performance and Control**

- Deciding the policy of the ng homes
- Approving and regularly reviewing systems of internal and external control (e.g. Standing Orders, delegated authorities, external audit, internal audit, financial control and performance reporting)

- Approving and overseeing a framework for managing risk, to protect ng homes' assets and the interests of our tenants and service users
- Ensuring the solvency of ng homes, approving the annual budget, monitoring financial performance and projections, deciding the treasury management strategy and monitoring compliance with our obligations to funders
- Monitoring and assessing ng homes' performance against its plans, budgets and targets to make sure we are delivering well for tenants and the communities we serve
- Maintaining effective oversight of ng homes' subsidiaries
- Establishing and overseeing arrangements for the employment of staff
- Appointing, supporting and appraising the CEO and deciding the CEO's remuneration
- Ensuring that ng homes acts in accordance with our Rules, meets our statutory and contractual obligations, and acts in accordance with regulatory and good practice standards
- Assessing the Board's own effectiveness and ensuring that the Board has the skills, knowledge and experience appropriate to its role and responsibilities.

### **3. Personal Responsibilities**

As a Board Member, your personal responsibilities include the following:

- Acting at all times in the best interests of ng homes
- Meeting the standards set out in the Board's Code of Conduct
- Upholding ng homes' values, objectives and policies
- Attending and being well prepared for Board and other meetings
- Contributing effectively to the Board's discussions and decision-making
- Accepting shared responsibility for the Board's decisions, policies and strategies
- Developing the skills and knowledge you bring to your role as a Board Member
- Making sure that you base decisions on facts rather than subjective opinion
- Taking part in training and other learning opportunities and in reviews of the Board's performance and your own contribution to the Board
- Keeping up to date with changes in ng homes' operating environment
- Representing ng homes positively
- Declaring any relevant interests as soon as they arise, in accordance with the Code of Conduct and ng homes' procedures
- Making sure you are aware of, and comply with, ng homes' policy on payments and benefits
- Treating people with courtesy and respect
- Fostering positive and professional working relationships within the Board, and between the Board and ng homes' staff and stakeholders.

- Respecting the confidentiality of information you receive.