

## **Your Housing Group Non-Executive Director – Role Description**

### **Overall Responsibility**

Non-Executive Directors are responsible for providing appropriate oversight, governance and leadership to the Group in the pursuit of its strategies to fulfil its charitable purposes. Non-Executive Directors should scrutinise the performance of the senior leadership team in meeting agreed goals and objectives and monitor the reporting of performance in key areas. They should satisfy themselves as to the integrity of financial and other information, and that financial and quality controls and systems of risk management are robust and defensible.

### **Main duties and responsibilities**

#### ***Strategy***

- Developing the strategy by which the Group aims to fulfil its charitable purpose.
- Establishing clear objectives to deliver the agreed plans and strategy to meet the Group's objects in accordance with short, medium and long-term plans and regularly reviewing performance against those objectives.
- Holding the chief executive to account for the effective management and delivery of the Group's strategic aims and objectives, where appropriate.
- Analysing and contributing positively to the strategic development of long term plans for the Group, its staff and customers.
- Actively participating in discussions on the strategic development of the Group.
- Contributing to constructive debate regarding any other material and significant issues facing the organisation.
- Safeguarding the good name and reputation of the Group.
- Building and maintaining close relations with the Group's stakeholders.
- Ensuring that strategies and actions approved by the board of directors are implemented effectively by the chief executive and the senior leadership team.
- Agreeing an effective communication strategy that includes the needs of staff, customers and other stakeholders.
- Representing the Group at functions, meetings and in the wider media, in line with the Group's agreed media strategy.
- Agreeing the Group's values and ensuring that they are reflected in the conduct and activities of the organisation and those who work for it.
- Setting the tone for the Group through leadership, behaviour and performance.

#### ***Compliance***

- Ensuring that the Group complies with its Rules, the requirements of the Regulator of Social Housing, company law and any other applicable legislation and regulations, where relevant.
- Working to achieve the purpose of the Group and to pursue the charitable objects and provide public benefit.

- Providing effective financial oversight to ensure value for money.
- Striving for good practice in good governance.
- Managing and using the Group's resources so as to optimise impact and the delivery of the charitable objects.
- Ensuring that financial controls are robust and that the board is kept fully informed through timely and relevant information.
- Identifying and assessing risks and opportunities for the Group, determining which are appropriate or desirable, and establishing effective risk management mechanisms in order to monitor these.
- Ensuring that those working on behalf of the Group, including third parties, abide by the standards which the Group sets and also by the relevant requirements of legislation.
- Participating in the appointment of the chief executive and other senior leaders, as appropriate.
- With the assistance of the company secretary promoting the highest standards of corporate governance in compliance with the NHF Code of Governance and other regulatory requirements and good practice, where appropriate.
- Taking appropriate professional advice in all matters where there may be a material risk to the Group, or where the directors may be in breach of their duties.
- Upholding the values of the Group by example, and to ensure that the organisation promotes equality and diversity for all its stakeholders.

#### ***Performance monitoring***

- Ensuring the effective implementation of board decisions by the chief executive and the senior leadership team, where appropriate.
- Acting as a critical friend to the chief executive/executive head and senior leadership team.
- Focusing on performance improvement.
- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the chief executive and, where applicable, other members of the senior leadership team.
- Setting challenging objectives for improving performance and monitoring performance against those targets.
- Paying due regard to ensure that any key performance indicators (KPIs) are in alignment with the strategy and culture of the Group.

#### ***Board activities***

- Upholding the highest standards of integrity and probity and in accordance with the board's code of conduct.
- Participating fully in the work of the board, ensuring the collective responsibility of the board attending and possibly chairing committees or ad hoc meetings of the main board.
- Participating in a board induction, any training and other evaluation identified as an individual and as part of the board or committee.
- Maintaining the board's commitment to board diversity, renewal and succession management, in line with the Group's Rules, policies and frameworks and/or current good practice.
- Undergoing an individual and board performance appraisal, and attending any additional training highlighted as a result of the evaluation process.
- Maintaining absolute confidentiality about all aspects of the Group's business.

### **Person Specification**

The following characteristics, knowledge and experiences (or commitment to gain them) would be advantageous to the role of Non-Executive Director:

- a high level of understanding and interest in the issues of social housing and the housing sector;
- a commitment to the values and principles of the Group;
- strong business and financial acumen;
- experience of committee work;
- highly developed interpersonal and communication skills;
- ability to understand complex strategic issues, critically assess, analyse and resolve difficult problems;
- sound, independent judgement, common sense and diplomacy;
- politically astute, with the ability to grasp relevant issues and understand relationships between interested parties;
- resilience;
- clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of directors;
- sound knowledge of governance; and
- sufficient time and commitment to fulfil the role.