

Role Description for Governing Body Members of Govanhill Housing Association

1. Introduction

“The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users.” Regulatory Standards of Governance and Financial Management, Standard 1¹

- 1.1 This role description has been prepared to set out the responsibilities that are associated with being a governing body member (GBM) of Govanhill Housing Association. It should be read in conjunction with the accompanying person specification and Govanhill Housing Association’s Rules and Standing Orders.
- 1.2 Govanhill Housing Association is a Registered Social Landlord and a Scottish Charity. The role description reflects the principles of good governance and takes account of (and is compliant with) the expectations of the Regulatory Standards of Governance and Financial Management for Scottish RSLs and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).
- 1.3 Govanhill Housing Association encourages people who are interested in the Association’s work to consider seeking election as a GBM and is committed to ensuring broad representation from the communities that it serves. GBMs do not require ‘qualifications’ but, from time to time, we will seek to recruit people with specific skills and experience to add to or expand the existing range of skills and experience available to ensure that the governing body (GB) is able to fulfil its purpose. We have developed a profile for the GB which describes the skills, qualities and experience that we consider we need to lead and direct Govanhill Housing Association and carry out an annual review of the skills that we have and those that we need to inform our recruitment activities.
- 1.4 This role description applies to all members of the governing body, whether elected or co-opted or appointed, new or experienced. It is subject to periodic review.

2. Primary Responsibilities

- 2.1 As a GBM your primary responsibilities are, with the other members of the governing body, to:
 - Lead and direct Govanhill Housing Association’s work
 - Promote and uphold Govanhill Housing Association’s values
 - Set and monitor standards for service delivery and performance
 - Control Govanhill Housing Association’s affairs and ensure compliance
 - Uphold Govanhill Housing Association’s Code of Conduct and promote good governance
- 2.2 Responsibility for the operational implementation of Govanhill Housing Association’s strategies and policies is delegated to the CEO.

¹ Scottish Housing Regulator (February 2024) [Regulatory Framework](#)

3. Key Expectations

- 3.1 Govanhill Housing Association has adopted a Code of Conduct for Governing Body Members which every member is required to sign on an annual basis and uphold throughout their membership of the governing body.
- 3.2 Each GBM must accept and share collective responsibility for the decisions properly taken by the governing body. Each GBM is expected to contribute actively and constructively to the work of Govanhill Housing Association. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of Govanhill Housing Association and its customers, and not on behalf of any interest group, constituency or other organisation. GBMs cannot act in a personal capacity to benefit themselves or someone they know.
- 3.4 Our rules contain specific requirements that all GBMs should be aware of, including:
 - The GB must have at least seven members
 - The quorum for a meeting of the GB is four members, who must be elected or have filled a casual vacancy
 - The quorum for a sub-committee meeting is three members, who must be elected or have filled a casual vacancy
 - Co-opted members cannot make up more than one third of the GB; they do not contribute to a quorum being achieved and cannot be elected to an OB role
 - The Secretary must present a report to the last GB meeting before the AGM confirming that all the requirements of Rules 62-67 have been met
 - An experienced GBM (who has nine or more years' experience with the RSL) must have the agreement of the GB if they intend to seek re-election for a further term: the GB's agreement should be recorded in the relevant minute
 - A GBM ceases to be a member of the GB if they miss four consecutive meetings without, first, having been granted leave of absence
 - A GBM who has declared an interest in a matter to be discussed at a meeting must leave the meeting, before the matter is discussed, and cannot vote on the issue

3. Main Tasks

- To contribute to formulating and regularly reviewing Govanhill Housing Association's values, strategic aims, business objectives and performance standards
- To monitor Govanhill Housing Association's performance
- To be informed about and ensure Govanhill Housing Association's plans take account of the views of tenants and other customers
- To ensure that Govanhill Housing Association operates in accordance with relevant legal and regulatory requirements
- To be assured that Govanhill Housing Association is compliant with relevant legal and regulatory requirements
- To ensure that risks are realistically assessed and appropriately monitored and

managed

- To ensure that Govanhill Housing Association is adequately resourced to achieve its objectives and meet its obligations
- To oversee and ensure Govanhill Housing Association's financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants
- To act, along with the other members of the governing body, as the employer of Govanhill Housing Association's staff
- To ensure that Govanhill Housing Association is open and accountable to tenants, regulators, funders and partners

4. Duties

- Act at all times in the best interests of Govanhill Housing Association
- Accept collective responsibility for decisions, policies and strategies
- Attend and be well prepared for meetings of the governing body and sub-committees
- Contribute effectively to discussions and decision making
- Exercise objectivity, care and attention in fulfilling your role
- Take part in ongoing training and other learning opportunities
- Take part in an annual review of the effectiveness of Govanhill Housing Association's governance and of your individual contribution to Govanhill Housing Association's governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent Govanhill Housing Association positively and effectively at all times, including in local communities and when attending meetings and other events
- Respect and maintain confidentiality of information
- Treat colleagues with respect and foster effective working relationships within the governing body and between the governing body and staff
- Be aware of and comply with our policy on the restrictions on payments and benefits
- Register any relevant interests as soon as they arise and comply with Govanhill Housing Association's policy on managing conflicts of interest

5. Commitment

5.1 An estimate of the annual time commitment that is expected from GBMs is:

Activity	Time In Hours
Attendance at up to 7 regular meetings of the governing body	14
Reading and preparation for meetings of the governing body	5
Attendance at up to 8 sub-committee meetings	16
Reading and preparation for sub-committee meetings	8
Attendance at annual planning and review events (including individual review meeting)	4
Attendance at events such as estate tours, tenant / customer conferences, openings and site visits	2
Attendance at internal briefing and training events	6
External Training and conference attendance (may include overnight stay or weekend)	8
Total (varies dependant on sub committees selected and training conferences attended)	64

6. What Govanhill Housing Association Offers GBMs

- 6.1 All GBMs are volunteers and receive no payment for their contribution. Govanhill Housing Association has adopted an Entitlements, Payments and Benefits (EPB) Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with Govanhill Housing Association. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with Govanhill Housing Association. All out of pocket expenses associated with your role as a GBM will be fully met and promptly reimbursed.
- 6.2 In return for your commitment, Govanhill Housing Association offers:
- A welcome and introduction when you first join the governing body;
 - Clear guidance, information and advice on your responsibilities and on Govanhill Housing Association's work
 - Formal induction training to assist settling in
 - Papers which are clearly written and presented, and circulated in advance of meetings
 - The opportunity to put your experience, skills and knowledge to constructive use
 - The opportunity to develop your own knowledge, experience and personal skills
 - The chance to network with others with shared commitment and ideals

7. Review

- 8.1 This role description was approved by the governing body on 20 August 2025. It will form the basis of the annual review of the effectiveness of your contribution to our governance. It will be reviewed by the governing body not later than August 2028.