



NB HOUSING SEEKS NEW BOARD MEMBERS!

Recruitment of voluntary Board Members

Reference Number:

We wish to recruit new members to the Board and seek Expressions of Interest from individuals who would like to support our work to address housing need throughout Northern Ireland. We are keen to receive applications from all sections of our community and would welcome applications from persons with skills and experience in:

Finance & Accountancy

Property Development

Maintenance & Property Services

Human Resources

Equality, Diversity & Good Relations

Audit & Risk

Health & Safety

Housing Management

Governance & Management

Organisational Development

Policy and Corporate Strategy

Applications, Role Descriptions and an Information pack can be obtained by writing to;

Director of Housing & Corporate Services, NB Housing, Gatelodge, 8 Flax Street,
Belfast,
BT14 7EQ

Email: info@nb-housing.org

Closing date for receipt of applications is: ongoing



EXPRESSION OF INTEREST

Contact Details (Please complete in block letters)

Title: Mr / Mrs / Miss / Ms / Dr / Other (please state)

First Name(s):

Surname:

Correspondence Address:

Postcode:

Email:

Telephone (w):

Telephone (h):

Mobile:

About you

If you already have a direct relationship with a housing association, please let us know.....

Which Association(s)

What's the nature of your relationship:

Board member ☐ Consultant ☐ Tenant ☐

Employee ☐ Contractor ☐ Other (please state)

Your Interests

Please tick the area(s) you have particular knowledge of or interest in:

Public Relations ☐ Property Development ☐ Human Resources ☐

Finance & Accounts ☐ Marketing ☐ Community Development ☐

Lobbying ☐ Housing Management ☐ Other (please state)

In Support of Your Application

Please detail any formal qualifications you may have:

Please indicate what skills and experience you would bring to the position of Voluntary Board Member:

Please give details of any local knowledge / community involvement / familiarity with any special client groups you might have.

Please give details of any other attributes you consider relevant:

Please give any other relevant information in support of your application:

Declaration:

I confirm that the information I have given on this form in support of my application is correct. I understand that the information I have given will be used by NB Housing solely for the purposes for which it has been intended and may be entered onto a computer system or recorded in any form considered appropriate by the Association. I understand that under the terms and conditions of the Data Protection Act this information will be treated in a secure and confidential manner.

Signature:

Date:

Please return your completed form to:

Director of Housing & Corporate Services
NB Housing
Gatelodge
8 Flax Street
Belfast
BT14 7EQ

Telephone: 028 90 592110

Or email to

Email: info@nb-housing.org

Thank you for your interest in becoming a voluntary Board Member of NB Housing . We will give your application every consideration and contact you as soon as possible with our decision.

Formal Role Description: Board Member

Purpose of the role

To ensure the management control, accountability and good conduct of the Association

Specific duties:

1. To ensure that policies are established for the Association, covering all legal, regulatory and good practice requirements
2. To set the annual and longer term objectives for the Association and to determine its values and philosophy
3. To enable the achievement of those objectives through appropriate delegated authorities, operational procedures and the employment of staff with appropriate skills.
4. To measure and review the performance of the Association
5. To review the activities of the Association from time to time and decide on changes if appropriate or advisable in the interest of the Association
6. To exercise sound financial management and maintain financial viability whilst meeting the Association's objectives
7. To avoid financial risk and protect the public funds invested in the Association
8. To ensure that the interest and needs of the Association's tenants are considered in all matters
9. To ensure that the Association's properties are developed to a high standard and are kept in good repair
10. To be a good employer
11. To promote, the accountability of the Association through openness and contact with communities, representative bodies and strategic authorities
12. To attend regularly and contribute to board meetings and to review regularly the performance of the board to ensure, as a group, it has the capacity and commitment to understand and control the Association
13. To ensure that committee meetings are suitably documented, held at reasonable intervals and are effective
14. From time to time to attend functions and other meetings in the interests of the Association
15. To attend appropriate training events



INFORMATION BOOKLET

For those interested in
Voluntary Service
on the Board of

NB Housing

Gatelodge
8 Flax Street
Belfast
BT14 7EQ

T: 028 90592110

F: 028 90591440

E: info@nb-housing.org

What is a Housing Association?

A housing association is a voluntary organisation dedicated to helping people obtain decent, affordable accommodation which meets their needs.

What is a Registered Housing Association?

These are associations which are registered by the Registrar of Industrial and Provident Societies and the Department for Social Development (DSD) under the Housing (NI) Order 1992.

Registered associations are eligible to receive Housing Association Grant (HAG) from DSD but are subject to tight control and monitoring of all their main activities:

- Housing management (including tenant selection);
- Housing development; and
- Finance

HAG cannot be paid to non-DSD registered housing associations. There are a number in Northern Ireland which are members of NIFHA.

What are the responsibilities of a Housing Association Board?

Even though most associations employ qualified staff to advise the Board of Management and undertake the day to day work, it is the Board which carries ultimate responsibility for the association's affairs.

Boards of housing associations comprise 7-15 members elected by the shareholders. Each elected Board member holds a single £1 share in the association and this generally represents the limit of his or her personal liability. Associations usually

arrange insurance to cover Board members against the remaining risks, except where gross mismanagement is involved.

It is a fundamental principle of the housing association movement that, apart from expenses for travel and/or care of dependents, Board members receive no payment, compensation for loss of earning or any other benefit from the association on whose Board they serve.

This also applies to their close relatives and continues for 12 months after the Board member severs his or her connections with the association.

If a Board member, or close relative, is connected with any individual or organisation (e.g. a firm, landowner or housing applicant) with who the association is dealing, the Board member should declare the interest and the association must follow strict rules to ensure that its decisions are not prejudiced.

What is a Housing Association?

Service on a housing association's Board can be very interesting and satisfying. Associations must be run in a business-like fashion and Board members need to consider matters such as:

- Setting the association's general strategy;
- Risk management;
- Continuous improvement;
- Performance standards;
- Equal opportunities;
- Considering regular reports on housing management, finance and development progress;
- Approving plans, estimates and private loans for new schemes;
- Selecting senior staff; and
- Attending official functions, conferences or training sessions.

But above all, there is also the satisfaction of working with others to provide decent homes for those who need them.

I'd like to apply. What happens next?

This guide only gives a summary of the points FHA considers most relevant to those interested in serving on a housing association Board. If you wish to proceed with an application, please complete the application form and return it to FHA.

By completing it as fully as possible we can assess how well your experience or expertise matches what they are seeking.

Equality Matters

Associations are expected to apply the principles of equal opportunities to all members of the community. This includes the composition of their Board of Management.

It's not automatic

Registering your interest is **not** the same as applying to become a shareholder of a housing association and is **no guarantee** that you will become a housing association Board member.

Joining the register is not the only way to become a Board member. You can take a direct approach by applying for a share and, if approved, standing for election at the Association's next Annual General Meeting. Associations may also co-opt a certain number of people, shareholders and / or non-shareholders, to their Boards.

NB Housing hopes you will take the time to complete a register of interest and return it to:

Director of Housing & Corporate
Services
NB Housing
Gatelodge
8 Flax Street
Belfast
BT14 7EQ

In the meantime, thank you for the interest you have shown in the voluntary housing movement.

USEFUL INFORMATION ON REGISTERED HOUSING ASSOCIATIONS

- They are independent organisations providing accommodation, on a not-for-profit-making basis, for those who need it;
- Housing associations are major social businesses in Northern Ireland with a collective turnover of £110 million per annum;
- Since 1998 they have built virtually all new houses in the social rented sector in Northern Ireland;
- Housing associations are controlled by unpaid Boards;
- Finance comes from a combination of government grants, private loans and rental income;
- The private finance registered Housing Associations have attracted since 1996 has resulted in an additional 5,800 homes for social accommodation;
- They work closely with the Housing Executive, Health & Social Services authorities and housing- related charities;
- Housing Associations manage over 30,000 units of accommodation for senior citizens, families, single persons and people with additional needs. This equates to a quarter of all social housing in NI;
- They vary considerably in their size, geographical coverage and degree of specialisation; and
- Housing associations are legally required to act fairly and promote good community relations.