

Joining our Management Committee

Additionally, it deals with factoring, office management, assisting in securing contracts for all of our work eg. maintenance and repairs, audit, legal and IT services, etc. and manages CHA Power, our subsidiary company.

The following Sub Committee meets as and when required, depending on the level of Development activity:

The **Development & Wider Role Sub Committee** deals with the development of new schemes and covers the design of houses, appointment of contractors and consultants (architects, quantity surveyors and so on).

Code of Conduct

We are expected to abide by a Code of Conduct. All Committee Members must sign this Code to serve on the Management Committee.

Interested in Joining?

If you wish to join the Management Committee we'd love to hear from you. Please contact the Chief Executive, Lynette Lees, for more information (details on the back page). We would be delighted to hear from you.



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We have a strong track record and reputation in the community and intend to build on this with our plans for the future. However, none of this can be achieved without the commitment of an experienced voluntary Management Committee.



clydebank housing association
"Offering our community more than a home"

What does a Committee Member do?

Our current Management Committee is made up of tenants and local community representatives of all ages and backgrounds. It would be great to hear from anyone who would like to get involved especially young people and those from ethnic minority backgrounds (who are currently underrepresented on our Management Committee).

The Management Committee is made up of up to 15 Members and includes a Chairperson, Vice Chairperson, Secretary and Treasurer. These positions are filled annually after every AGM.

The Management Committee makes all the important decisions about what we should be doing and how we should be doing it. Staff are employed by the Management Committee to act on these decisions and to carry out our day to day work.

Our Management Committee Members all commit to the following:

- Having an interest in housing and the well being of the local community in which we operate
- Attending monthly meetings
- Be willing to attend training events
- Respecting the confidentiality of the business of the Association
- Using your knowledge and skills to contribute to the work of the Association
- Working hand in hand with the staff
- Following the agreed policies and procedures of the Association

What do you get out of it?

- Learning more about what we do
- Participating and influencing housing and related activities within the area
- Meeting new people
- Learning new skills
- Developing new knowledge

How do I become a Committee Member?

Firstly, you must already be a member of the Association. To become a share member you need to be at least 16 years of age, submit a completed application form and pay £1.00.

The Management Committee will consider your application and, if approved, you would then become a member. (Please read our leaflet 'Becoming a Shareholder').

Secondly, the usual way to become a Management Committee Member is to be elected at our Annual General Meeting (AGM). This usually happens every summer.

Alternatively, if you decide you wish to become a Member during the year, you can write to the Association to request to fill any casual or co-opted vacancy available. You would need to be formally elected at the following AGM.

Thirdly, the Management Committee may ask to co-opt you onto the Management Committee if you have specific skills and knowledge that you could contribute to the running of the Association eg. legal, financial, regeneration, business expertise.

How does the Management Committee work?

The Management Committee meets once a month (except July).

The **Management Committee** oversees and ratifies decisions made at Sub Committee meetings as well as reviewing tenant participation/consultation, wider role and review of governance policies.

It also oversees the work of our Internal Audit that monitors how effective we are in following our agreed policies and procedures.

The Committee makes sure that we comply with all the relevant Health and Safety legislation and, as an employer, ensures we have in place policies and procedures relating to staff issues. This includes rates of pay, conditions of service, training and development and so on.

The following Sub Committees meet quarterly. These meetings are divided into categories as detailed below:

The **Housing Services Sub Committee** deals with the monitoring of a wide variety of tenancy issues and performance. This includes rent, arrears, allocations, estate management and neighbour complaints. It also deals with the repair and maintenance of the properties, including the monitoring of performance of contractors and making sure that we get value for money.

The **Finance & Corporate Services Sub Committee** deals with two key areas:

It deals with the monitoring of all our finances. It discusses budgets and monitors income and expenditure throughout the year.

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