

Board Member Skills

The skills required by Members of Albyn Housing Society are summarised here. To support Members to fulfil their role on the Board training opportunities will be provided, with areas for development identified through our Board appraisal system.

1. Understanding of the collective role of the Board and its responsibilities.
2. Understanding of your own individual role and responsibilities as a Board Member, and ability to apply this knowledge effectively.
3. Understanding of the relationship of the Society with its different stakeholders and ability to contribute to maintaining positive relationships with those stakeholders.
4. Understanding of the Regulatory Framework of the Scottish Housing Regulator and how this applies to the Society.
5. Understanding of the values of the Society and able to demonstrate a commitment to living up to these values within your role as a Board Member.
6. Understanding of the strategic goals of the Society and able to demonstrate a close interest in how the Society is achieving them.
7. Understanding of how to interpret the various performance reports presented to the Board and its Committees.
8. Understanding of the main risks facing the Society and ability to contribute to the role of the Board in overseeing how risks are managed.
9. Understanding of your role in scrutinising the work of the Society and the results it achieves, and able to challenge the information and advice the Board receive from the Leadership Team and external advisers.
10. Understanding of the Society policies and standards for its housing and repairs services, and ability to consider the impact on tenants, residents and other customers of Board decisions relating to service delivery.
11. Understanding of the issues that should inform the approach of the Society to managing its assets, and ability to contribute to strategic decisions about planned maintenance and major repairs.
12. Understanding of the Society policies and standards for compliance and governance.
13. Understanding of how the activities of the Society are funded and ability to make sense of the financial information received.

14. Knowledge and awareness to contribute to strategic decisions about the planning and application of Society staff and other resources.
15. Ability to work effectively with other Board Members and with Society staff.
16. Ability to contribute regularly and effectively at Board and Committee meetings and play a positive part in helping to make good quality decisions in an efficient way.
17. Ability to attend meetings regularly, be well-prepared for meetings, and keep your knowledge and learning up to date.

Role Description for Governing Body Members

“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. Introduction

- 1.1 This role description has been prepared to set out the responsibilities that are associated with being a Governing Body Member (GBM) of Albyn Housing Society. It should be read in conjunction with the accompanying GBM profile and Albyn Housing Society Rules and Standing Orders.
- 1.2 Albyn Housing Society is a Registered Social Landlord (RSL) 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 Albyn Housing Society encourages people who are interested in its 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, Albyn Housing Society will seek to recruit people with specific skills and experience to ensure that the Board is able to fulfil its purpose.
- 1.4 A profile for GBMs is in place which describes the skills, qualities and experience needed to lead and direct Albyn Housing Society. An assessment of GBM skills and knowledge is completed annually and informs recruitment activities.
- 1.5 This role description applies to all members of the Board, whether elected or co-opted or appointed, new or experienced.

2. Primary Responsibilities

- 2.1 As a GBM your primary responsibilities are, with the other members of the Board, to
 - Lead and direct the work of Albyn Housing Society.
 - Promote and uphold Albyn Housing Society values.
 - Set and monitor standards for service delivery and performance.
 - Control Albyn Housing Society affairs and ensure compliance.
 - Uphold the GBM Code of Conduct and promote good governance.
- 2.2 Responsibility for the operational implementation of Albyn Housing Society strategies and policies is delegated to the Chief Executive Officer.

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

3. Key Expectations

- 3.1 Albyn Housing Society has adopted a Code of Conduct for GBMs which all are required to sign on an annual basis and uphold throughout their membership of the Board.
- 3.2 Each GBM must accept and share collective responsibility for the decisions properly taken by the Board. Each GBM is expected to contribute actively and constructively to the work of Albyn Housing Society. All GBMs are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of Albyn Housing Society 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 Board must have at least seven members.
 - The quorum for a meeting of the Board 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 office bearing role.
 - The Chief Executive Officer must present a report to the last Board 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 Board if they intend to seek re-election for a further term: the agreement of the Board should be recorded in the relevant minute.
 - A GBM ceases to be a member of the Board 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.

4. Main Tasks

- 4.1 As a GBM your main tasks are, with the other members of the Board, to:
- Contribute to formulating and regularly reviewing Albyn Housing Society values, strategic aims, business objectives and performance standards.
 - Monitor Albyn Housing Society's performance.
 - Be informed about and ensure Albyn Housing Society plans take account of the views of tenants and other customers.
 - Ensure that Albyn Housing Society operates in accordance with relevant legal and regulatory requirements.
 - Be assured that Albyn Housing Society is compliant with relevant legal and regulatory requirements.

- Ensure that risks are realistically assessed and appropriately monitored and managed.
- Ensure that Albyn Housing Society is adequately resourced to achieve its objectives and meet its obligations.
- Oversee and ensure Albyn Housing Society financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants.
- Act, along with the other members of the Board, as the employer of Albyn Housing Society staff.
- Ensure that Albyn Housing Society is open and accountable to tenants, regulators, funders and partners.

5. Duties

5.1 As a GBM your duties are to:

- Act at all times in the best interests of Albyn Housing Society.
- Accept collective responsibility for decisions, policies and strategies.
- Attend and be well prepared for meetings of the Board 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 Albyn Housing Society governance and of your individual contribution to this.
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector.
- Represent Albyn Housing Society 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 Board and between the Board and staff.
- Be aware of and comply with the Entitlements, Payments, & Benefits Policy, and register any relevant interests as soon as they arise.

6. Commitment

6.1 An estimate of the annual time commitment that is expected from GBMs is as follows:

Activity	Time
Attendance at up to 6 regular meetings of the Governing Body	2 hours
Reading and preparation for meetings of the Governing Body	2 hours
Attendance at a Sub-Committee meeting (if a member) 4 meetings a year	2hours
Reading and preparation for Sub-Committee meetings	2 hours
Attendance at annual planning and review events (including individual review meeting	1 day
Attendance at events such as estate tours, tenant / customer conferences, openings and site visits	1 day
Attendance at internal briefing and training events	1 day
External Training and conference attendance	1 day

7. What Albyn Housing Society Offers GBMs

7.1 All GBMs are volunteers and receive no payment for their contribution. Albyn Housing Society has adopted an Entitlements, Payments and Benefits Policy which prevents you, or someone close to you, from inappropriately benefiting personally from your involvement with Albyn Housing Society. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with Albyn Housing Society. All out of pocket expenses associated with your role as a GBM will be fully met and promptly reimbursed.

7.2 In return for your commitment, Albyn Housing Society offers:

- A welcome and introduction when you first join the Board.
- If you wish, a mentor from the Board and a named staff contact for the first six months, with ongoing support
- Clear guidance, information and advice on your responsibilities and on Albyn Housing Society 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.

8. Review

- 8.1 This role description was approved by the Governing Body on 24 September 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 September 2030.