

Board Member Application Form

Thank you for expressing an interest in becoming a Board member. As leaders in our field, we have earned a reputation for excellence in the development, management and maintenance of bespoke properties delivering well-designed homes in which vulnerable people can lead fulfilling lives. Our hallmarks are innovation and flexibility to meet diverse needs, financial strength and, above all, a commitment to the dignity and involvement of our tenants. This is a unique opportunity to use your experience and expertise to make a positive impact on people's lives.

We cater for diverse needs including:

- Individuals whose behaviours challenge services
- Complex needs including learning disabilities, additional physical disability and health issues
- Out-of-county returnees and young people in transition
- Individuals on the autistic spectrum
- Those who are both visually and/or hearing impaired
- Veterans in need of support

The role of the board member is exciting and challenging and if selected you will be involved in making major decisions about the homes owned and managed by First Choice Housing Association.

Contacting First Choice

Please contact the Association's Director of Corporate Services, Ms Donna Lloyd-Williams for an informal discussion if you are interested in becoming a member of the Board please submit your application to

Email: donnalloyd-williams@fcha.org.uk

Telephone: 029 2071 3762

Write: 19 Stanwell Road, Penarth, Vale of Glamorgan, CF64 2EZ

Or look at our website: [www: fcha.org.co.uk](http://www.fcha.org.co.uk)

Frequently Asked Questions

1.0 Why should I get involved?

Do you want to make a difference to the lives of vulnerable people?

Do you want to influence how First Choice housing association develops its strategy and policies? If the answer to either of these questions is yes, then getting involved is the best way to work towards achieving this.

2.0 What are the key benefits for you?

Becoming a Board member will give you the satisfaction of knowing that you are contributing something positive to society by using your skills and experience and making a difference to the lives of First Choice tenants. It will also provide you with a perspective on running an organisation, which is beneficial for your own personal and professional development. The Association is keen to develop board on a collective and individual basis and as such provides opportunities to attend training, conferences and seminars for development purposes.

3.0 Am I the right person?

Board Members come from a wide range of backgrounds and occupations with different experiences, educational achievements, knowledge and skills. Board members are recruited through fair and open competition and skills should include some of the following

- Legal
- Financial
- Construction
- Housing management
- Human resources
- Political acumen
- Social/Welfare issues

4.0 What is the role of the Board?

The Board is the ultimate decision making body and is therefore legally responsible for the Association. First Choice employs staff to implement the decisions made by board. The primary function of the Board is to lead the organisation by providing strategic direction and robust operational governance. Board members are expected to critically evaluate and constructively challenge officers to ensure the association acts ethically,

in line with its mission and values, deliver its commitments, ensure sound governance, provide value for money in respect of the use of all its resources and strive for excellence in all areas of its work. Members are appraised annually on how well they fulfil their role as a board member.

5.0 What if I have little or no experience of being on a Board?

You will be given a programme of practical training to prepare you for your duties as a Board member. Training can involve short courses, discussions and practical exercises. You will be offered a “mentor”, when you first start. This is access to a more experienced Board member that you can talk to if you have any questions. It is important to remember that you will work as part of a team which comprises of people with knowledge in different areas. Therefore do not feel that you have to be an expert in every area before you apply. Different employees within the organisation are technically qualified in key areas e.g. finance, strategy, housing, HR and policy. Your key role as a Board Member will be to consider staff members’ proposals and offer your opinion and guidance as part of the Board.

Frequently Asked Questions

6.0 Will I get paid?

No. Board Members give up their time on a voluntary basis.

7.0 What about travel expenses and out of pocket expenses?

As a Board member you will be entitled to “out of pocket” expenses such as travel costs, and costs incurred whilst on the association’s business. The Association will normally pay childcare costs or respite care costs if you care for someone with specific needs.

8.0 What does the application and selection process involve?

If you are interested, complete the attached application and nomination form. Your application will be shortlisted against the person specification and should demonstrate how you meet the required criteria.

This is what will happen once we receive your application form.

1. Your application will be shortlisted and matched against the person specification.
2. If successfully shortlisted you will be invited to attend an interview.
3. After success at interview you will be invited to attend non confidential meetings of the Board and its committees as an observer. After at least two and no more than

four meetings have been attended, including one full Board meeting, your appointment will be finalised via a board member vote.

4. The Chief Executive and Director of Corporate Service will provide copies of:
 - the latest Annual Report
 - the latest set of audited statutory accounts
 - the Board Members' Handbook
 - any other non confidential information reasonably requested

15	<p>Please sign to confirm that you do not have any financial interest:</p> <ul style="list-style-type: none"> • personally; or • as a member of a firm; or • as a director or officer of a business trading for profit; or • in any other way whatsoever <p>in any contract or other transaction with the Association</p> <p>Signed:</p>
15	<p>The Association is required to hold a list of all bodies that Board, co-opted and committee members have an interest as:</p> <ul style="list-style-type: none"> • a director or officer; or • as a member of a firm; or • as an elected member of any statutory body; or • as the owner or controller of more than 2% of a company the shares in which are publicly quoted or more than 10% of any other company; or • as the occupier of any property owned or managed by the Association; or • any other significant material interest <p>Please provide details of any of the above or any other interests which may be pertinent to the Association</p>

16	Previous Work experience –Please start with your most recent experience and account for any breaks in employment.			
From	To	Organisation name	Position held	Brief Description of Duties

17	Education and Qualifications.	
Date	School , college university	Academic or other professional qualifications

What contribution do you feel you would be able to make to the Association?

Please tick as many as you would like and provide as much detail as possible)

- Leadership:** the ability to set the strategic direction and control of an organisation

- Strategic thinking:** The ability to see the bigger picture, envision the longer term future, read the policy framework and assesses plans and policies

- Financial monitoring:** Experience in checking and approving annual budgets, understanding of figures and the need for accountability, effective governance and value for money

- Performance monitoring:** Ensuring the targets set out in organisational plans are met and an ability to monitor the overall performance

- Risk management:** experience of identifying and approving effective controls to identify and manage risk

- People management:** recruitment and staff management, ability to foster and sustain effective relationships and to take the organisation forward in an effective manner

- Legal compliance:** understanding of legal and statutory obligations and regulatory requirements

- Representation:** representing the organisation to others by demonstrating the highest standards of ethics and integrity and , understanding the Association's mission , vision and values

- Influencing and networking:** ability to consciously use a range of communication methods tailored to the audience at hand. Experience of networking

- Tenant participation:** Experience of tenant participation with a diverse client group

- Other:** housing management expertise, building development expertise, care and support services, learning disabilities, supported housing, veterans , meeting skills, team working skills, communication skills, equal opportunities, IT, political acumen(strategic influence on policy development)

Please also refer to the approach/outlook, commitment and ability section on the person specification

Please tick if you would like the £1 share returned should you cease to be a shareholder of the Association (as per rule C4)

Signed:.....

Date:

**FIRST CHOICE HOUSING ASSOCIATION
BOARD MEMBER PERSON SPECIFICATION**

Knowledge and experience	Measure
Experience in the housing/RSL or third sector	Application
Experience in at least one of the following groups that you would apply your knowledge and specialism to the Board;	
Competencies –See criteria below	
Leadership skills	Application/Interview
Financial Management	Application
Housing Management and relevant related legislation	Application
Human resources and or employment law	Application
Performance Management	Application/Interview
Risk Management	Application
Strategic thinking	Application/Interview
Legal Compliance	Application
Building and Development	Application
Supported Housing	Application
IT	Application
Marketing and Public Relations	Application
Tenant Participation	Application/Interview
Approach/Outlook	
Positive and constructive approach to the role of the Board member	Role on the Board
Willingness to work as part of the team	Application /Role on the Board
Interest in the Association and a willingness to learn and develop	Role on the Board
Willingness to commit the necessary time to prepare for and attend Board and committee meetings, AGM, training, conferences and away days.	Application/Interview Role on the Board
Commitment	
Commitment to the aims of the Association and the highest of integrity adhering to the mission, vision and values	Role on the Board
Ability to exercise independent judgment and think creatively	Role on the Board
Willingness to learn new skills	Role on the Board
Willingness to devote the necessary time and effort	Role on the Board
Commitment to equal opportunities	Application/Interview and role
Ability	
To communicate effectively with a wide range of people	Application/Interview
To analyse and interpret a variety of information	Application
To develop effective working relationships with fellow Board members	Role on the Board

DIVERSITY MONITORING

The Association wishes to reflect the diverse communities within which it works and to redress any under representation there may be within our governance arrangements. Could you please complete the following:

Any information provided will be treated confidentially and in accordance with the Data Protection Act 1998.

A. Gender: Male Female

B. Do you identify as Transgender? Yes No Prefer not to say

C. Age: 16-17 18 – 24 25 – 59 60 or over
 Prefer not to say

D. How would you describe your ethnic group?

White

- Welsh/English/Scottish/Northern Irish/British
- Irish
- Any other White background
(Please specify) _____
- Gypsy or Irish Traveller

Mixed

- White and Black African
- White and Black Caribbean
- White and Asian
- Any other mixed background
(Please specify) _____

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese

Black or Black British

- Caribbean
- African
- Any other Black background
(Please specify) _____

Any other Asian background (*Please specify*)_____

E. Other Ethnic Group

Any other (*Please specify if possible*)_____

F. What is your religion or belief?

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Christian | <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Jewish | <input type="checkbox"/> Muslim | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> No religion | <input type="checkbox"/> Any other religion or belief
(Please describe)..... | |
| <input type="checkbox"/> Prefer not to say | | |

G. Please say how you would usually describe your sexual orientation?

- | | | |
|---------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Lesbian | <input type="checkbox"/> Gay | <input type="checkbox"/> Bisexual |
| <input type="checkbox"/> Heterosexual | <input type="checkbox"/> Prefer not to say | |

H. Are you a disabled person and / do you have a long term health condition?

- Yes No

(*Please specify*)_____

I. Do you have any access requirements?

- Yes No

(*Please specify*)_____