

**Thinking of becoming a Board Member of a
Housing Organisation? Well...**

Come On Board!



Board Member Application Pack



Welcome to Come on Board!

The fact that you have picked up this publication and are reading it is a positive move already!

Housing Organisations provide essential services to their customers, not just with a home, but also support and advice to ensure tenancies are maintained and homelessness is prevented. In order to ensure that their services respond to the needs of their customers, Housing Organisations in Wales recognise that their Boards must reflect the diversity of the world in which they exist.

That is where you come in. As members of the community in which Housing Organisations provide services, your input as a Board Member can be invaluable.

Furthermore, Housing Organisations are very keen to encourage people from traditionally under represented groups, e.g. younger persons between 18 and 25 years of age, persons with disabilities and those from Black and Minority Ethnic (BME) backgrounds. If you are from one of these groups, Housing Organisations are particularly keen on getting in touch with you.

So if you would like to make a positive difference to the world in which you live, 'Come on Board' may be for you. If you are interested, here are some answers to some questions that you might have:

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

Don't panic! There is always a first time for every Board Member. Most Housing Organisations have an induction and training process. You could also request a 'mentor' when you first start. This is access to a more experienced Board Member that you can talk to, if you have questions that you feel you might have.

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 staff of the organisation are technically qualified in key areas, e.g. finance, strategy, policy. Your key role as a Board Member will be to consider staff members' proposals and offer your opinion and guidance as part of a collective Board.

2. What if I incur travel expenses?

Normally, as a Board Member, you will be entitled to "out of pocket expenses" such as travel costs. Most organisations also pay child care costs or respite care costs if you care for someone with specific needs.

3. What are the key benefits for me?

Becoming a Board Member will give you the satisfaction of knowing you are contributing something positive to society. It will also provide you with an alternative perspective in terms of the running of organisations, which is brilliant for your personal and professional development.

So What Are You Waiting for - Come on Board!

For more information or an application form, contact

Ceri Ward, Corporate Services Assistant, Community Housing Cymru on 029 2055 7411 or email ceri-ward@chcymru.org.uk. Alternatively, download an application form from www.chcymru.org.uk

If you are interested in becoming a Board Member, please fill in the details below and return to Community Housing Cymru. We will contact you in due course.

If you have a current CV, please attach it to this application form.

Title: _____

First Name: _____

Surname: _____

Address: _____

Post Code: _____

Email: _____

Phone Number: _____

Do you have any experience of working in the voluntary, charity or not for profit sectors?

Yes *(Please describe)*

No

Is there a particular type of organisation that interests you? *(Please tick as many as you like)*

An organisation that directly manages housing *(e.g. Housing Associations)*

A voluntary or charitable organisation that does not directly manage housing *(e.g. Shelter, Tai Pawb, Care and Repair)*

Small local organisation employing few staff

Medium sized organisation with some staff

A larger organisation, fully staffed, covering a wider or Wales wide geographical area

- An organisation concentrating on particular needs, e.g. Older, younger or single persons or Black & Minority Ethnic *(please specify)*

- An organisation operating in an urban area
- An organisation operating in a rural community
- An organisation in your immediate area
- Stock transfer organisation e.g. a newly created housing organisation whose homes were previously managed by a Local Authority

What contribution do you feel able to make?

(Please tick as many as you 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.

- Financial monitoring:** experience in checking and approving annual budgets

- 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 risks.

- People management:** Recruitment and staff management; ability to foster and sustain effective relationships 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.

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

- Other:** housing management expertise, building development expertise, care service/ supported housing provision, IT, meeting skills, team working skills, communication skills, ability to speak other community languages.

In which Welsh region would you be willing to attend meetings?

- Mid & West Wales (Carmarthen, Ceredigion, Pembrokeshire and Powys)
- North Wales (Anglesey, Conwy, Denbighshire, Flintshire, Gwynedd and Wrexham)
- South Wales Central (Cardiff, Rhondda Cynon Taf and Vale of Glamorgan)
- South Wales East (Blaenau Gwent, Caerphilly, Merthyr Tydfil, Monmouthshire, Newport and Torfaen)
- South Wales West (Bridgend, Neath Port Talbot and Swansea)

In which area would you be able to attend meetings? *(For example, within a 20 mile radius of Conwy or in Cardiff etc)*

Please note that the majority of housing organisations pay out of pocket expenses, including travel.

When would you be able to attend meetings?

(Please tick as many as you like)

- any time during working hours
- early evenings
- late evenings
- other *(please specify)*

Is there any other further information you would like to provide?

Please send your completed form to:

**Ceri Ward,
Come on Board,
Community Housing Cymru,
Fulmar House,
Beignon Close,
Ocean Park,
Cardiff, CF24 5HF.**

A version of the application form can also be downloaded from www.chcymru.org.uk.

Diversity Monitoring

Many Housing Organisations are keen to reflect the diverse communities in which they work, and to redress any under-representation there may be within their governance arrangements. Could you please complete the following:

Gender: Male Female

Age: _____

A) White

- British
- Irish
- Any other White background
(Please specify) _____

B) Mixed

- White & Black African
- White & Black Caribbean
- White & Asian
- Any other Mixed background
(Please specify) _____

C) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background
(Please specify) _____

D) Black or Black British

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

E) Any other groups

- Any other (Please specify if possible) _____

F) What languages do you speak?

Welsh Yes No Others (Please specify) _____

G) Are you a disabled person and/or do you have a long-term health condition?

- Yes No

(Please specify) _____

H) Do you have any access requirements?

- Yes No

(Please specify) _____

We take your personal privacy very seriously. Your details will only be shared with Housing Organisations who contact us for Board Member recruitment. We do not release personal information about you to any third party other than our Agents who work with us to deliver the service to you.