



## **Finance and General Purposes Committee - Role Description**

The Finance and General Purposes Committee provides assurance to the Board on the effectiveness of Poplar HARCA's:

- Financial (including borrowing) strategies, policies and performance
- Delivery of the capital programme of housing development and regeneration
- Asset management strategy
- Information technology
- Personnel policies

For a detailed list of areas covered by the committee, see the **Finance and General Purposes Committee - Terms of Reference** document.

### **Time commitment**

Four meetings a year, usually 6.30pm-8.30pm at Poplar HARCA, 155 East India Dock Road, London E14 6DA. We anticipate that members will need to commit at least two hours a month to their role, taking into account reading papers in preparation for meetings, training and development.

### **Remuneration**

Committee and Board member roles are not remunerated. Poplar HARCA will reimburse out-of-pocket expenses, and provide members with a company iPad. We will also pay for members to attend training courses and events relevant to their role.

### **Relationships**

Committee members report directly to the Chair of that Committee, which is responsible for carrying out powers delegated by the Poplar Board.

### **Responsibilities of a committee member**

1. To promote Poplar HARCA's strategic objectives, vision and values.
2. To work with, support and challenge the relevant members of the Corporate Management Team to achieve these objectives.
3. To work within the terms of reference for the committee.
4. To limit any action and decisions to those where the related costs can be met within the approved budget.
5. To make recommendations to the Poplar Board and to provide advice to other committees.
6. To ensure that the interests and needs of Poplar HARCA residents are considered in all matters.
7. To measure and review performance regularly and make recommendations for improvement where appropriate.
8. To promote openness and transparency in dealings with all stakeholders.

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9. To demonstrate Poplar HARCA's commitment to equality and diversity in all decisions made and in personal conduct.
10. To act in accordance with the Code of Conduct and the best interests of Poplar HARCA and to deal appropriately with confidential information.
11. To inform themselves on the key issues considered at the Committee through appropriate background reading, training and development.
12. To act as an ambassador for Poplar HARCA.

## **Person specification**

In order to be effective as a committee member you will need to be able to demonstrate the competencies set out below. We can provide training to help you develop in the areas in which you feel less confident.

- An empathy with Poplar HARCA, its roots, mission, values and ethos
- Ability to think creatively and apply this to the challenges and problems encountered by the organisation
- Willingness to speak your mind whilst maintaining tact and diplomacy
- Understanding and acceptance of the legal duties, responsibilities and liabilities of the role
- Ability to work effectively as a member of the diverse team
- Adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Strategic vision
- Understanding of the principles and practice of equality and diversity

Any member appointed to the Finance and General Purposes Committee must be able to demonstrate at least one of the following individual characteristics:

- Successfully served on a committee or board whose remit included financial management, property development, capital programme management or asset management for at least six months within any sector
- Undertaken a senior role in at least one of: financial management, property development, capital programme management or asset management
- Full accounting qualification (A/FCA, A/FCCA or CIPFA)
- Poplar residents only: if you are unable to demonstrate any of the characteristics in this section, you may be invited to act as an observer for a minimum of two Committee meetings, undertake Committee membership training, and be subject to an appraisal by the chair of the Committee



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The committee particularly needs members with some experience or knowledge of the following areas:

- Community development and regeneration (Capital programmes, monitoring, funding and contracts)
- Asset management
- Financial strategies (including treasury management and borrowing), systems and reporting
- Budgeting, funding and partnership working
- Monitoring of management accounts
- Human resources
- Resident needs