

## **Services Committee Role Description**

### **Main Purpose of the Role**

To promote Poplar HARCA's vision, purpose and values by carrying out the activities listed in the terms of reference.

### **Time commitment**

Four meetings a year, usually 6.30pm – 8.30pm at Poplar HARCA, George Green Building, 155 East India Dock Road, London. E14 6DA. Approximately two hours reading and preparation is required for each meeting.

### **Relationships**

Reports directly to the Chair of the relevant Committee and is responsible for carrying out powers delegated by the Poplar Board.

### **Specific Duties and Responsibilities**

1. To work within Poplar HARCA's strategic objectives and its 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.
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 attend meetings and contribute effectively.
12. To be well informed on the key issues considered at the Committee through appropriate background reading, training and development.
13. To ensure that the Committee has the capacity and commitment to carry out its role.
14. To act as an ambassador for Poplar HARCA.

## Person specification

In order to be effective as a board or committee member you will need to be able to demonstrate the competencies set out below. You may be better at some competencies than others and we can provide training to help you develop in the areas in which you feel less confident.

Each Committee member must have:

- An empathy with Poplar HARCA, its roots, mission, values and ethos
- Willingness to develop the necessary time and effort, it is anticipated this will be the equivalent of at least 2 hours per month
- Ability to think creatively and apply this to the challenges and problems encountered by the organisation
- Willingness to speak their 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

The committee collectively needs skills and experience in the following areas:

- Resident needs
- Community development and regeneration
- Housing management
- Financial strategies and management
- Budgeting, funding and partnership working
- Monitoring and reporting
- Public policy and public affairs
- Human resource management