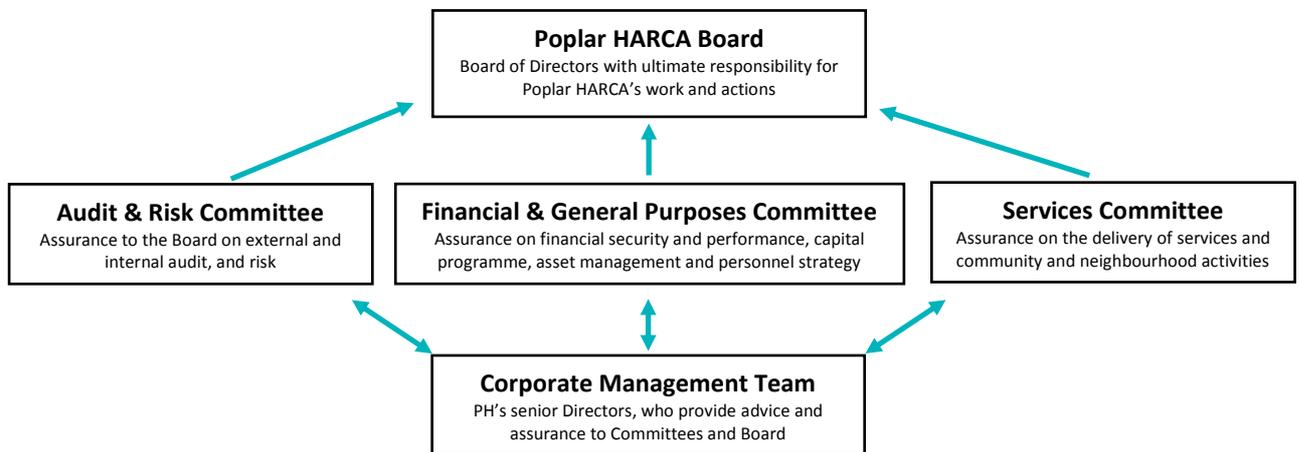


## Finance and General Purposes Committee - Role Description

The Finance and General Purposes Committee is part of the formal decision making structure of Poplar HARCA (PH) and provides assurance to the Poplar HARCA Board on the effectiveness of our financial systems, strategies (including treasury management and borrowing), policies and performance, delivery of the capital programme of housing development and regeneration. It also monitors budgeting and funding, asset management strategy, information technology and personnel policies.

The committee has nine members and the Chair sits on the PH Board. The *Finance and General Purposes Committee - Terms of Reference* lists the areas of work for which it is responsible, defines the decisions the Board delegates to it and the areas where it makes recommendations to the Board.



### Time commitment and term of office

The committee has four meetings a year, usually from 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. We invite committee members to serve an initial three-year term, and they can sit for two additional terms of three years.

### Remuneration/payment

Committee and Board members are not paid roles, however Poplar HARCA will reimburse out-of-pocket expenses (such as travel to meetings), and provide members with a company iPad for the duration of their role. We will also cover the expense of 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. They also work with the relevant members of the Corporate Management Team to achieve the objectives of the committee.

### 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.

## Finance and General Purposes Committee - Role Description

3. To work within the Terms of Reference for the committee.
4. To ensure the cost of any actions or decisions does not exceed 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 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)

We welcome applications from Poplar HARCA residents. If you are concerned about being able to demonstrate any of the characteristics in this section, we may invite you 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.