**Chair of the Board** **Role Description** **& Person Specification**

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| **Role Title** | Chair of the Retired Ministers Housing Society (RMHS) |
| **Governance Area** | The Governance of RMHS |
| **Main points of contact** | CEO of RMHS  Chief Operating Officer |
| **Sources of Support** | CEO of RMHS is Secretary to the Board and the PA to the CEO provides minute taking and administrative support. |
| **Location** | The majority of meetings will be online.  Where meetings are in person, these are likely to take place at URC Church House, London. |
| **Time Commitment** | 2 online meetings and 1 in person meetings per annum plus additional follow up work between meetings. Meetings usually 4-5 hours in duration.  Supervision of the CEO requires a minimum of 1 hour per month but additional time in relation to particular projects.  Attendance at the Pre-Retirement Course twice a year. |
| **Remuneration** | Volunteers are not remunerated. The RMHS will ensure financial expenses incurred by volunteers whilst supporting the work of the RMHS will be reimbursed, in accordance with the URC expenses policy. |
| **Background:**  The Retired Ministers Housing Society was established to provide housing to those URC ministers who need housing in retirement.  There are eligibility criteria which result in some ministers having an equity share in the properties while other properties are owned solely by the Society.  The Society is registered with the Financial Conduct Authority.  While RMHS is a Society it is not a regulated provider of housing and is not subject to the requirements placed on regulated providers. For the purposes of legislation, RMHS operates as a private landlord.  The RMHS is as separate legal entity, governed independently of the councils of the United Reformed Church but a close and collaborative relationship between the RMHS and the Church is essential as the Society’s sole purpose is to serve retiring and retired URC ministers.  Additionally, the RMHS is reliant upon the United Reformed Church for its office space and much of its administrative support in relation to IT, Finance and HR.  The RMHS is in a significant period of change and development and needs a Chair of the Board to bring strong and clear leadership to develop the culture and values of the Society while ensuring the provision of a fully compliant housing portfolio to offer a high standard home for current and future residents. | |
| **Board Summary:**  The RMHS Board can include up to 15 members, 5 of whom can be independent of the URC. The remaining 10 members are appointed by the URC Trust and have different connections to and involvement with the URC. | |

**Principal responsibilities and duties**

**Leadership. Vision & Strategy**

Working with the RMHS CEO:-

1. Develop and maintain an appropriate vision statement and values framework for the Society
2. Develop & maintain an effective Business Plan for the Society

**Line Management**

1. Provide effective line management of the CEO in a coaching and mentoring style to which reflects the seniority of the position
2. Ensure that the CEO is running the RMHS office effectively

**Governance**

1. Ensure that the work of the Board remains within the Rules of the Society.
2. Ensure the Society has an appropriate suite of policies which are effective and transparent
3. Ensure that the Board’s risk register is reviewed at appropriate intervals during the year and any necessary actions taken.
4. Handle stage 2 complaints
5. Approve expenditure which is above the CEO’s delegated authority

**Chairing & Running Meetings**

1. Work with the RMHS CEO to ensure that the agenda covers the appropriate items for discussion throughout the year.
2. Enable equal participation from the membership of the Board.
3. Approve minutes of each meeting for timely circulation to its members.

**Oversee Board Membership**

1. Working with the RMHS CEO ensure that the membership of the Board is diverse and provides the necessary skillset for the effective governance of the Board within its housing context. Approve minutes of each meeting for timely circulation to its members.
2. Work with the RMHS CEO to follow safer recruitment procedures in seeking new members of the Board as vacancies arise.

**Training**

1. Undertake training in key areas as highlighted within the induction and through ongoing conversation with the CEO.

**Working with others**

Over and above effective relationships with Board Members and the RMHS staff team. The chair of the Board will benefit from collaborating with: -

* URC General Secretary
* Synod Moderators
* URC Treasurer
* URC Chief Finance Officer
* Secretary to the URC Trust
* Chair of the URC Trust
* URC Chief Operating Officer

**Expected Standards**

This section refers to the way in which the role should be done rather than the duties/responsibilities.

1. Promote a culture of open and effective communication.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Take responsibility for own personal development and develop skills and knowledge applicable to this role
4. Ensure compliance with Safeguarding practice

*This role description reflects the overall scope and responsibilities of the role.  However, it may change and evolve over time in order to meet organisational needs and this job description will therefore be subject to periodic review and change if required.*

**Person Specification**

**Role: Chair of RMHS Board**

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| **Requirements** | **Essential** | **Desirable** |
| Experience and Knowledge | 1. Convening/chairing meetings 2. Housing Sector experience at a senior level 3. Housing compliance 4. Risk Management 5. Complaint handling 6. Line Management experience at a senior level | * Understanding of the principles of safer recruitment or a willingness to learn. * Knowledge of URC governance structures or a willingness to learn. * Membership of an appropriate professional body. |
| Skills and  Abilities | 1. Good Communication Skills – both written and oral 2. Ensure effective oversight of processes and procedures 3. Work collaboratively with a diverse range of people 4. Good IT skills including Microsoft Office, Zoom and email |  |
| Other | 1. Willingness to work within   the Christian ethos of RMHS and the URC   1. Commitment to embedding principles of Equality, Diversity & Inclusion |  |