



Eastern Community Homes Board Member Role Description

Role purpose

The role of an Eastern Community Homes Board member is to:

- **Determine the organisation's mission and vision**

The Board will create and change the Eastern Community Homes' mission and vision. Every decision the Board makes will be designed to help Eastern Community Homes realise the aims laid out in its mission.

 - The current vision is: To enable people to realise their vision of building sustainable homes and creating inclusive communities.
 - The current mission is: To help establish a thriving community-led housing group in every community across eastern England.
- **Engage in strategic planning**

Board members will set the strategic direction of Eastern Community Homes. This will include ensuring its Strategy remains current, resourced and pivotal to the work of the organisation.
- **Approve and monitor Eastern Community Homes' programmes and services**

Board members will ensure the strategy aims are delivered through setting objectives and targets, then monitoring an annual workplan. The Board ensures that all programmes, services and contracts are delivered and remain on track for achieving annual performance targets.
- **Give housing expertise and share networks / connections to get homes built**

Board members will bring differing combinations of housing, planning, development and strategic management expertise. Board members will generously contribute their own skills and knowledge to support Eastern Community Homes to achieve its strategic aims. Board members will share their skills and knowledge whilst supporting housing enablers, local authorities, technical advisors and community-led housing groups.



- **Listen to and involve members**

The Board will ensure that Eastern Community Homes' members are engaged by listening to their views to better inform and develop the enabling services provided.

- **Promote Eastern Community Homes and attend networking events**

Board members will set and monitor a digital marketing plan which will be designed to promote Eastern Community Homes' work and widen the number of groups undertaking community-led housing across the region. Board members will represent the organisation at events both in the region and nationally when required.

- **Ensure good financial planning and an income strategy**

The Board approves an annual budget for Eastern Community Homes' work, monitors spending and sets pricing for contracting. Members bring expertise on horizon scanning to ensure grant/fundraising opportunities are maximised and a pipeline of work is maintained.

- **Appoint and monitor an administrative body**

The Board is responsible for conducting an annual review of performance of the administrative body and appointing that organisation on an annual basis. The Board should ensure that its meetings are productive and key issues are dealt with in an efficient way.

- **Carefully select and induct new Board members**

The Board ensures the quality of Eastern Community Homes by using its experience to aid the selection of new Board members. It recruits and develops individuals who can provide the best leadership for Eastern Community Homes.



Person specification

- A strong commitment to drive change in communities through community-led housing.
- Commitment to Eastern Community Homes and its objectives.
- Experience in housing delivery in the Eastern Region.
- Experience of community-led housing or willingness to learn about.
- Willingness to devote the necessary time and effort.
- An awareness and commitment to equality and diversity.
- Integrity and good interpersonal skills.
- An ability to think strategically and creatively and to challenge proposals with clear logical thinking.
- Ability to be detached and make good independent judgments.
- Ability to work effectively as a team member with a shared sense of purpose.
- Willingness to learn and be informed of both the activities of Eastern Community Homes and the context in which it operates.
- Understanding and acceptance of job role.

Time commitment

- Reading of papers/emails/online information and housing updates (average 2 days a year).
- Attending Board meetings (4 annually, all online, for up to 2 hour each).
- Attending a day/evening annually in person for strategic planning purposes (4 hours).
- Attending other ad hoc events and meetings as available (2 half days per year depending on availability).
- Attending other conferences and learning events (1 day per year depending on availability).

Meetings

Meetings will be held online except for one each year that will be held in person.

Duration

All appointments are for an initial three-year term, renewable by agreement with the Board.

Out of pocket expenses

Board members are not remunerated but will be reimbursed out of pocket expenses.