

# **Blochairn Housing Association Ltd**

## **Introduction of New Committee Members**

### **1. INTRODUCTION**

The Association will

- encourage members and potential members to stand for election to the Management Committee
- try to help new Committee members to feel at ease and to be able to take part in Committee and Sub Committee meetings
- provide training for new Management Committee members

### **2. PROCEDURE**

Members who are interested in becoming a Committee member can have an informal discussion with the Director about the background of the Association and the role of the Management Committee. An informal meeting can be arranged with Management Committee members.

New Committee members will be reminded that Management Committee business is confidential and cannot be discussed outwith the meetings.

When new Committee members are elected they will meet with the Director to discuss the Association's Rules and Standing Orders; the role of the Scottish Housing Regulator, Scottish Federation of Housing Associations, Employers in Voluntary Housing and SHARE; the role of the Management Committee Member and the Staff structure (staff will be introduced).

New Committee members will be given time to become familiar with documents, policies, procedures, etc. Attendance at meetings and training events will assist. Documents issued to new Committee members will include the Policy Register; Minutes of the last three Management Committee meetings; most recent Annual Report; Meetings Schedule and the EVH Committee Members Handbook

Before the first Committee meeting the Director and Office Bearers will meet with the new member to go over the agenda and recent Committee business. The Director will continue this if the new member finds it helpful.

Committee members and staff are available to give help and advise new members. New members will be encouraged to attend sub-committee meetings; borrow relevant publications from the Association office and to contact the Director to clarify anything discussed at meetings, at training events or from their own research.

**30 April 2019**