

## **Example: TMO Management Board member role description**

*The duties of a Board member working with other members of the Board:*

1. To make sure that the TMO complies with its governing rules, company law and any other relevant legislation or regulations.
2. To make sure that the TMO focuses on achieving its Vision and that decisions further the TMO's purpose (*what it is in business to do*).
3. To contribute actively to the Board's work in giving firm strategic direction to the TMO, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
4. To make sure the TMO uses its resources exclusively to pursue its purpose and vision and to ensure the financial stability of the TMO.
5. To safeguard the good name and values of the TMO.
6. To ensure the effective and efficient administration of the TMO.
7. To protect and manage the property of the TMO and to ensure the proper investment of the TMO's funds.
8. To make sure that the TMO Estate Manager is appointed and his/her performance is monitored and appraised against an agreed work plan. To make sure the Estate Manager does the same for the staff team.
9. To make sure that the TMO consults and involves its members, residents and other key stakeholders as and when appropriate
10. To put a plan in place to ensure the continuity of the Board in the future.
11. To make sure that you have the necessary skills and knowledge through taking advantage of learning opportunities.
12. To make sure that the TMO complies with the terms of the Management Agreement with the Council.
13. To evaluate, with other board members, the Board's performance over the year.

### Other duties

Each board member will be expected to take a full and active role and should use any specific skills, knowledge or experience they have to help the Board reach sound decisions.

This will involve:

- Scrutinising board papers before meetings
- Attending board meetings regularly
- Taking an active role in discussions
- Focusing on key issues and helping the Board to make decisions through consensus where possible
- Abiding by collective Board decisions
- Taking part in sub committees and working groups
- Taking part in team building and learning events
- Declare conflicts of interest and comply with the TMO's Code of Conduct