

Statement and Nomination Form for Election to the Board of CHISEL

All shareholders of CHISEL Ltd are entitled to stand for election to CHISEL's Board of Management. All candidates for membership must complete the attached Statement and be nominated by another CHISEL shareholder. We also expect candidates to have had a discussion with the Director and/or Chair/Vice Chair and wherever practicable to have attended a board meeting as an observer before being appointed/elected to the Board. Anyone who wants to join the Board (with the exception of co-optees) will need to become a shareholder before being appointed or elected to the Board.

The Board will publish this policy and a statement of the skills required by the Board on the website and will make it available, along with any vacancies, to all tenants and shareholders annually in advance of the AGM. Vacancies during the year will be advertised on the website.

The Board is accountable to CHISEL's membership and residents and the power to elect members to the Board rests with members at the AGM. CHISEL commits to encouraging membership of the Association and meaningful accountability in terms of recruitment to the Board.

Any candidate for the Board must deliver a statement in the format prescribed by the Board (Attached at Appendix A) stating their full name and address and their reasons for their suitability for the Board. In particular all candidates for board membership must demonstrate how they meet the role profile and confirm that they are prepared to undertake all the obligations of being a board member. In accordance with our Rules, any candidate wishing to stand for election at the AGM must be nominated by another Shareholder and the statement and nomination form must be delivered to the office at least 3 clear days prior to the AGM. Candidates will then be contacted by the Chair and/or Company Secretary to discuss the role before the AGM. If the candidate meets the requirements set out by the Board they will be put forward to the AGM for election; this will be decided by a majority of the Board. The names of all candidates will be provided to the AGM to ensure transparency.

The AGM and the Board must take account of the overall composition and skills on the Board when electing board members. A profile of all candidates for election to the Board will be produced for consideration by the AGM.

The AGM will also take account of the skills on the Board when electing board members and will seek to ensure that the Board collectively has experience in and/or an understanding of the following areas of business:

- Housing management
- Finance
- Asset management/maintenance
- Governance
- Development
- Strategic leadership

- Customer service
- Risk management
- Business planning
- Communications/PR
- Engagement/community development
- Health and Safety
- Other specific skills such as development, IT, legal etc

In addition to the technical skills above, it is imperative that board members possess certain softer skills which will enable the board to function in a cohesive and positive way; these essential skills are:

- Communication skills
- Relationship building – influencing and negotiating
- Constructive challenge
- Time management
- Team working
- Problem solving/analytical skills
- Commitment and dedication to CHISEL

STATEMENT AND NOMINATION FORM

Candidate's Name.....

Address..... Postcode

Telephone..... Mobile..... Email

Occupation.....

I am am not a CHISEL tenant (please tick one)

If you wish to stand as a nominee of a shareholding organisation please indicate which organisation:-

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Part 1: Your role as a member of the Board

The Board has created a detailed profile of the role of a CHISEL Board member, which outlines the expectations that would be on you in this role. Please use examples from your experience to briefly demonstrate how you fit each element of the role. You do not need to consider the bullet points in turn, they are to give you a broad idea of what each element entails. Please summarise how or why you believe you would behave this way. If you would like to write more please do so on an attached sheet of paper or talk about it with the Director and Chair of the Board when you meet.

(a) **DEDICATED AND COMMITTED** – The Board needs members that are committed to making CHISEL’s Board a success. They will be expected to:

- Attend Board meetings
- Attend relevant training sessions.
- Carry out background reading, including papers, reports and other relevant information.
- Demonstrate a commitment to CHISEL and the interests of tenants as a whole.
- Demonstrate a commitment to tenant engagement

I believe I fit this element of the role of CHISEL Board member because

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INDEPENDENT – All Board members need to be seen as independent and objective and ensure that:

- Relationships with the staff and the Board are professional and appropriate.
- They are able to think independently.
- They do not bring personal agendas to the Board.

I believe I fit this element of the role of CHISEL Board member because

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A GREAT COMMUNICATOR AND RELATIONSHIP BUILDER – Communicate effectively with a wide range of people and:

- Express their views clearly, objectively and effectively in both formal and informal meetings.
- Challenge constructively, whilst respecting the roles, views and feelings of others.
- Build relationships with the Board and staff to promote effective joint working.
- Be diplomatic, non-judgemental and respectful in their communication with others.

I believe I fit this element of the role of CHISEL Board member because

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LEADERSHIP - The Board needs to be able to lead and manage the Association effectively. Members will be expected to:

- Be committed to the vision and values and work towards that vision
- Understand the rules, objectives, regulatory and legal obligations of CHISEL
- Safeguard the good name and the values of CHISEL in making decisions and in any external representation
- Ensure the association’s affairs are conducted in accordance with good standards of performance and probity
- Become familiar with the major risks to CHISEL and make sure that they are reviewed regularly and contained
- Understand in outline how services are provided and satisfy themselves that these are effectively and efficiently delivered and improved
- Ensure the financial stability of CHISEL
- Provide strategic leadership for CHISEL
- Agree plans, policies and budgets to achieve the association’s agreed objectives and monitor performance against these

I believe I fit this element of the role of CHISEL Board member because

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PERSONAL QUALITIES – Board Members must be:

- Open, honest and act with integrity
- Able to take, and abide by, corporate decisions without aggression.
- Able to exercise discretion and diplomacy and maintain confidentiality at all times.
- Flexible and adaptable to meet the needs of the Board.
- Self aware and able to take constructive criticism
- Passionate about tenant/community engagement
- Positive and wanting to make a difference

I believe I fit this element of the role of CHISEL Board member because

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EQUALITY AND DIVERSITY –All Board Members must be able to:

- Understand and demonstrate a commitment to equality of opportunity & diversity, taking account of peoples’ differences.
- Act in a fair, respectful and non-judgemental way at all times.

I believe I fit this element of the role of CHISEL Board member because

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Part 2: The skills and experience you bring to CHISEL

(a) CHISEL has identified that its Board requires a good knowledge and understanding of how a housing association should function. In particular the areas of housing management, finance, asset management and maintenance, governance and housing development. Whilst it is not essential for every member of the Board to have all or in fact any experience in these areas it is important that collectively they are each represented.

Please rate the level of your expertise in each of the areas outlined above and briefly summarise your experience. If you have no experience but would be interested in learning more about an area please indicate this in the summary of experience box. You will not be judged on how you rate yourself so please be entirely honest. It is for information only.

If you have detailed examples of relevant experiences that you would like to share with us please talk about them with the Director or Chair of the Board when you meet, or write them down and attach them to this statement.

| Skill | Your experience/ knowledge level | | | Summary of experience |
|----------------------------------|-------------------------------------|--------------------------|--------------------------|-----------------------|
| | None | Some | Lots | |
| Housing management | None | Some | Lots | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Finance | None | Some | Lots | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Asset management and maintenance | None | Some | Lots | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Governance | None | Some | Lots | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Housing development | None | Some | Lots | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

(b) The Board also requires a range of more generic skills to enable it to function effectively. These include:

- Strategic leadership
- Customer service
- Risk management
- Business planning
- Communications/PR
- Engagement and community development
- Health and Safety
- Other specific skills such IT, legal etc

If you have any of these skills we would like to know about them so we can consider how they might be utilised for the benefit of the association. Please consider the bullet points above skills then briefly describe any examples of when you have demonstrated these skills in the past. You do not have to give details for every bullet point, just those where you believe you have skills and experience to share. Again, please attach any further information you wish to tell us on an attached sheet or discuss them with the Director and



Chair of the Board when you meet.

I have skills in

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Obligations of Being a Board Member of CHISEL

No one may act as a member of the Board until they have signed and given to CHISEL a promise to comply with this document.

I declare that I:

- Am not employed by CHISEL (or have not been employed in the previous 3 years) nor have close relationship with any member of CHISEL's staff;
- Do not have any current financial interest in any contract or other financial transaction with CHISEL either personally or professionally; this does not include being a tenant or representative member;
- Am not currently engaged in any legal proceedings or in active dispute with CHISEL;
- Am not bankrupt or subject to a creditors agreement;
- Have not been convicted of a criminal offence in the last 5 years.

As a member of the Board, I agree to:

- support the vision, values and aims of CHISEL at all times;
- attend all training and board meetings;
Failure to attend 4 consecutive meetings without special leave of absence will result in membership being automatically withdrawn.
- make time for, and fully participate in, the board annual appraisal process; both collective and individual appraisals;
- give apologies and submit any comments to the Chair in advance if unable to attend a meeting;
- prepare for meetings by reading the information sent and bringing it to the meeting;
- promote equality and diversity at all times and not discriminate on the grounds of race, colour, ethnic or national origin, nationality, gender, marital status, age, religious beliefs, cultural background, sexual orientation, political opinion or disability;
Discriminatory or offensive behaviour or language will not be tolerated.
- act in the interests of CHISEL as a whole and seek to be accountable to all residents of CHISEL
- ensure private or personal interests do not influence decisions and not discuss personal issues at meetings.
- not use position as a CHISEL board member for personal gain

- declare any conflict of interest, and if appropriate withdraw from voting or be prepared to stand down from the Board if necessary.
- recognise and value individual’s differences and strengths and foster an environment where all members feel they can contribute
- work as a team; encouraging and valuing contributions from others, seeking consensus and accepting compromise where appropriate.
- respect others at all times, acting in a way that is non-judgemental, non-aggressive and non-confrontational;
- adhere to CHISEL’s confidentiality policy at all times;
- operate within the rules and policies laid down by the Board;
- not contact or give any statement about CHISEL to the press or any other external body without express permission from the Chair;
- accept and abide by any corporate decisions made by the Board whether you are present or not;
- not bring CHISEL into disrepute in any way.

I agree to comply with these obligations as a Board Member of CHISEL.

Signed

Dated (candidate)

Signed

Name:..... (nominating shareholder)

Dated

Please return this form to: Pauline Goodfellow, Company Secretary, CHISEL Ltd, 188a Brockley Road, London SE4 2RL.

Nominations for election at the AGM must be received no later than three days before the date of the AGM.