**CHISEL Board Recruitment Policy**

**CHISEL Board Statement and Nomination Form**

**For Election to the Board of CHISEL**

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.

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:

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

**The Application and Nomination Process**

Independent nominees (with the exception of co-optees) need to become a shareholder **before** being appointed or elected to the Board. Prospective Independent candidates can become Shareholders at the AGM prior to their appointment or election.

All shareholders (members) of CHISEL Ltd are entitled to stand for election to CHISEL’s Board of Management following the rules and guidance below:

**1. All candidates for Board Membership must complete the attached Statement and Nomination Form**

The deadline for applications is 3 clear days before the AGM (13/9/20). However candidates should contact the CHISEL as soon as possible once they decide to make an application this will allow more time to organise meetings and nominations prior to the AGM. Please email to let us know you are making an application and we can set up meetings and offer guidance on your application.

**i) Statement** - Candidates for the Board must deliver a statement, stating their full name and address and detailed reasons for their suitability for the Board. In particular all candidates for Board Membership must demonstrate how they meet the Board Member Role Profile and

**ii) Obligations** – Candidates must confirm that they are prepared to undertake all the obligations of being a board member.

**2. Candidates must have a formal discussion with at least two Board Officers and the Company Secretary.**

**iii) Discussion** - On receipt of your Application & Nomination Form, Candidates will be contacted by the Chair and/or Company Secretary before the AGM to discuss the role. Unless you have contacted us prior to submitting your application. Post-Covid this will be a telephone or video meeting.

The majority of the Board will decide if a candidate meets the requirements required by the Board, they will then be put forward to the AGM for election.

**iv) Profile** - You are also asked to contribute a candidate profile for consideration at the AGM.

The names of all candidates whether put by the Board to the AGM or declined, will be provided to the AGM to ensure transparency.

**3. All candidates must be nominated by another CHISEL shareholder.**

**v) Nomination** - In accordance with CHISEL Rules, any candidate wishing to stand for election at the AGM must be nominated by another Shareholder. The Statement, Obligations and Nomination Form and Candidate Profile must be delivered to the office or emailed to the Company Secretary and Chair at least 3 clear days prior to the AGM. The AGM is on 17th September 2020, Nomination Forms to be received by midnight on 13 Sept 2020.

**4. Wherever practicable nominees are to have attended a board meeting as an observer before being appointed/elected to the Board.**

During the discussion with Board Officers the dates and attendance at a Board Meeting or Committee Meeting will be considered and if possible planned.

**CHISEL BOARD APPLICATION**

**STATEMENT AND NOMINATION FORM**

Candidate’s Name:

Address:

Email: Mobile/telephone

**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.

**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

Dedicated and committed - I believe I fit this element of the role of CHISEL Board member because

**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
* 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

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

**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.

Equality & Diversity - I believe I fit this element of the role of CHISEL Board member because

**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

**A**

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

**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.
* Safeguard the good name and the values of CHISEL in making decisions and in any external representation

Communication & relationships - 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**  |
| Housing management  | None  | Some  | Lots  |  |
|  |  |  |
| Finance  | None  | Some  | Lots  |  |
|  |  |  |
| Asset management and maintenance  | None  | Some  | Lots  |  |
|  |  |  |
| Governance  | None  | Some  | Lots  |  |
|  |  |  |
| Housing development  | None  | Some  | Lots  |  |
|  |  |  |

(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 of skills above, 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 at your initial meeting with the Chair and other members of the Board.

Further skills I have to offer the organisation

Additional information

Having given an outline of my personal motivation for joining CHISEL Board and any relevant housing sector experience, I wish to apply for a position on CHISEL Housing Association Board of Management. The information I have supplied is a true and transparent reflection of my skills and abilities.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide 2 contact details for 2 referees to support your application. Thank you.

Referee 1

Referee 2

Due to Covid-19 Restrictions from April 2020 please return your application with a copy of your CV (if not submitted previously) to the companysecretary@chisel.org.uk and chair@chisel.org.uk

A hard copy to the office is currently not required, although for your information a hard copy to CHISEL Offices addressed to the Board c/o Company Secretary was the procedure previously.

**Your information and personal details will be used for this application only and kept securely.**

**CHISEL**

188a Brockley Road

London SE4 2RL

[www.chisel.org.uk](http://www.chisel.org.uk/)

# 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 year) 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 creditor’s 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, nonaggressive 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:

Name:

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**Nominating Shareholder**

I ................................................................ am a shareholding member of CHISEL and I nominate candidate..................................................... for election to the CHISEL Board of Trustees in 2020

# Signed ……………………………………………… (nominating shareholder)

# Date ………………………….................................

**Candidate Profile**

This profile will be published for Shareholders consideration at the AGM prior to the election of Board members. On the occasion of an uncontested election profiles will still be made available.



**Candidate Profile**

AGM 2020

Name

Candidate’s relationship to CHISEL

Interest in joining the Board?

Outline of Relevant Skills and Experience

Please return this form to: secretary@chisel.org.uk & chair@chisel.or.uk

The Company Secretary, CHISEL Ltd, 188a Brockley Road, London SE4 2RL.