



**ATRIUM**  
HOMES

The Landlord of Choice

# **Role Description for Chair of the Board**

# Atrium Homes

## Role Description for Chair of the Board

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**Compliant with Scottish Housing Regulator's  
Regulatory Framework:**

**Compliant with Tenant Participation  
Strategy:**

N/A

**Compliant with Equal Opportunities:**

Yes

**Compliant with Business Plan:**

N/A

**Date Approved:**

November 2021

**Date Reviewed:**

October 2024

**Date for Next Review:**

October 2027

or earlier if required by changes in legislation or  
guidance, or if the Governing Body sees fit

**Responsible Officer:**

Chief Executive

**The Role Description for Board Members  
has a direct link to the following Atrium  
policies and procedures:**

Atrium's Rules and Membership Policy

Code of Conduct for Board Members

Standing Orders of the Governing Body and Sub-  
Committees

Role Descriptions for GBMs and Vice Chair

Remits for Finance, Audit & Staffing, Property  
Services and Housing & Community Services Sub-  
Committees

Risk Management Policy

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## Role Description for Chair of the Board

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### 1. Introduction

1.1. This role description sets out the particular duties and responsibilities that attach to the Chair of Atrium Homes (Atrium). The responsibilities described here are additional to those set out in the Governing Body Members' (GBM) role description. The Role Description should be considered alongside:

- Atrium's Articles of Association and
- Atrium's Standing Orders.

The principles outlined also apply to the Convenors of Atrium's sub-committees

1.2. This role description will be used to support the annual review of the governing body's effectiveness. It will be used to appoint the Chair after each AGM. GBMs who wish to be considered for this office will be invited to say how, if elected, they will carry out the duties that are set out here before the election takes place.

1.3. In the event that the Chair is unable to fulfil their responsibilities, the Vice Chair will carry out the duties of the Chair.

1.4. As set out in the Standing Orders, the Chair of Atrium may not also serve as the Chair of any subsidiary of Atrium or as the convener of a sub-committee, and each sub-committee must elect a different convener.

1.5. An overview of the Role of the Chair is outlined in Atrium's Articles of Association.

1.6. The Chair will be elected by the Governing Body each year at a Special Meeting of the governing body meeting following the AGM. Whilst the Chair of Atrium Homes can be re-elected, in accordance with Cl 40.3 of Atrium's Articles of Association, the Chair cannot serve a continuous term of more than five years. There is no expectation that the Chair must serve the full five year maximum term.

### 2. Key Responsibilities

2.1. The Chair must act, and be seen to act, at all times on behalf of the governing body and in the best interests of Atrium. The Chair's key responsibilities are:

- To lead the governing body (or sub-committee) constructively, provide direction and manage meetings effectively
  - To develop an open and inclusive relationship amongst GBMs and support strong and effective governance
  - To develop and maintain a constructive and positive working relationship with the Chief Executive and senior staff
  - To uphold Atrium's Code of Conduct and promote good governance
  - To ensure that decision-making complies with Atrium's Standing Orders and Scheme of Delegation
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- To be a positive and effective ambassador for Atrium
- To ensure that Atrium's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required and reported to the governing body
- To be accountable for their actions

### **3. Leadership and Direction**

3.1. The Chair is expected to:

- Lead by positive action and example
- Represent Atrium positively and effectively
- Set the style and tone of governing body or sub-committee meetings to ensure effective and participative decision making
- Promote and uphold the Code of Conduct for Atrium's governing body
- Ensure that the necessary arrangements are in place to enable Atrium to honour its obligations, achieve its objectives and meet agreed targets
- Demonstrate and support the principles of good governance at all times
- Ensure that the governing body has access to the range of skills, knowledge and experience necessary for the achievement of Atrium's aims and objectives and for the fulfilment of the governing body's responsibilities
- Ensure that the governing body has access to the necessary advice, information and support to fulfil its responsibilities and that, where appropriate, external and/or specialist advice is sought
- Provide support to new and experienced governing body members by promoting access to relevant induction, training and development opportunities
- In the event that it is necessary, be responsible for the implementation of the protocol that provides for investigations into an allegation that a GBM may be breached the Code of Conduct

### **4. Working with the Chief Executive**

4.1. The Chair should:

- Establish a constructive relationship with the Chief Executive and ensure that their respective roles of leading and managing are recognised and promoted effectively. Sub-committee convenors should establish similar relationships with the relevant senior staff member.

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- Work in partnership with the Chief Executive to ensure the effective conduct of the governing body's business
- Ensure that the conduct of Atrium's business continues effectively between meetings of the governing body and act under delegated or emergency authority when necessary
- In the event of a vacancy, ensure that effective arrangements are implemented for the recruitment and appointment of a Chief Executive, in accordance with Atrium's agreed recruitment practices
- Carry out, with at least one other governing body member, the Chief Executive's annual appraisal (including setting objectives, overseeing performance and requiring professional development) and report to the governing body
- Ensure that appropriate arrangements are in place and implemented effectively for the support and remuneration of the Chief Executive
- In the event that it is necessary, be responsible for dealing with a grievance or disciplinary action in respect of the Chief Executive, in accordance with Atrium's agreed procedures

### **5. Promoting Good Governance**

#### **5.1. The Chair is required to:**

- Promote and demonstrate the highest standards of ethical conduct and integrity
- Build and sustain constructive relationships with other office bearers, members of the governing body and senior staff
- Initiate any investigation under the terms of Atrium's Code of Conduct
- Chair all general meetings of Atrium in accordance with the Articles of Association
- Chair all governing body meetings of Atrium, in accordance with the Articles of Association and Standing Orders
- Ensure that all governing body members have access to appropriate information and advice (including specialist, independent and / or professional advice) and have an opportunity to contribute to discussion and consideration of all matters requiring their attention
- Ensure that effective induction and ongoing training and support are provided to all governing body members and that annual performance reviews are conducted in accordance with Atrium's policy
- Manage meetings inclusively and effectively to ensure that there is sufficient time for the consideration of all relevant issues; for performance to be monitored effectively and for risk to be assessed realistically

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- Ensure that all delegated authorities are monitored and reporting arrangements are implemented effectively

### 6. Conduct of Atrium's Business

6.1. The Chair is expected to:

- Ensure that Atrium's business is efficiently and accountably conducted between governing body meetings
- Sign (or otherwise authorise) payment instructions and documents requiring the governing body or the Chair's authorisation, in accordance with Atrium's standing orders
- Take decisions on behalf of the organisation in the event of emergencies that occur outside the regular meeting cycle and report these back to the governing body for ratification
- Ensure that the range of skills, knowledge and experience required to lead Atrium effectively is available to the governing body and that the governing body is able to access specialist support when necessary
- Lead the governing body's succession planning and recruitment to ensure good governance and regulatory compliance