

**Thinking of becoming a Board Member of a  
Housing Organisation? Well...**

# Come On Board!



Board Member Application Pack



# Welcome to Come on Board!

The fact that you have picked up this publication and are reading it is a positive move already!

Housing Organisations provide essential services to their customers, not just with a home, but also support and advice to ensure tenancies are maintained and homelessness is prevented. In order to ensure that their services respond to the needs of their customers, Housing Organisations in Wales recognise that their Boards must reflect the diversity of the world in which they exist.

That is where you come in. As members of the community in which Housing Organisations provide services, your input as a Board Member can be invaluable.

Furthermore, Housing Organisations are very keen to encourage people from traditionally under represented groups, e.g. younger persons between 18 and 25 years of age, persons with disabilities and those from Black and Minority Ethnic (BME) backgrounds. If you are from one of these groups, Housing Organisations are particularly keen on getting in touch with you.

So if you would like to make a positive difference to the world in which you live, 'Come on Board' may be for you. If you are interested, here are some answers to some questions that you might have:

## **1. What if I have little or no experience of being on a Board?**

Don't panic! There is always a first time for every Board Member. Most Housing Organisations have an induction and training process. You could also request a 'mentor' when you first start.

This is access to a more experienced Board Member that you can talk to, if you have questions that you feel you might have.

It is important to remember that you will work as part of a team that comprises of people with knowledge in different areas. Therefore, do not feel that you have to be an 'expert' in every area before you apply. Different staff of the organisation are technically qualified in key areas, e.g. finance, strategy, policy. Your key role as a Board Member will be to consider staff members' proposals and offer your opinion and guidance as part of a collective Board.

## **2. What if I incur travel expenses?**

Normally, as a Board Member, you will be entitled to "out of pocket expenses" such as travel costs. Most organisations also pay child care costs or respite care costs if you care for someone with specific needs.

## **3. What are the key benefits for me?**

Becoming a Board Member will give you the satisfaction of knowing you are contributing something positive to society. It will also provide you with an alternative perspective in terms of the running of organisations, which is brilliant for your personal and professional development.

**So What Are You Waiting for - Come on Board!**

### **For more information or an application form, contact**

Bethan Samuel, Publications Officer Community Housing Cymru on 029 2055 7407 or email [bethan-samuel@chcymru.org.uk](mailto:bethan-samuel@chcymru.org.uk). Alternatively, download an application form from [www.chcymru.org.uk](http://www.chcymru.org.uk).

## COME ON BOARD APPLICATION FORM

If you are interested in becoming a Board Member, please fill in the details below and return to Community Housing Cymru. We will contact you in due course.

If you have a current CV, please attach it to this application form.

Title: \_\_\_\_\_

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Do you have any experience of working in the voluntary, charity or not for profit sectors?**

Yes (*Please describe*) \_\_\_\_\_

No

**Is there a particular type of organisation that interests you? (*Please tick as many as you like*)**

An organisation that directly manages housing (*e.g. Housing Associations*)

A voluntary or charitable organisation that does not directly manage housing (*e.g. Shelter, Tai Pawb, Care and Repair*)

A Small local organisation employing few staff

A Medium sized organisation with some staff

A larger organisation, fully staffed, covering a wider or Wales wide geographical area

An organisation concentrating on particular needs, e.g. Older, younger or single persons or Black & Minority Ethnic (*please specify*) \_\_\_\_\_

An organisation operating in an urban area

An organisation operating in a rural community

An organisation in your immediate area

Stock transfer organisation e.g. a newly created housing organisation whose homes were previously managed by a Local Authority

## COME ON BOARD APPLICATION FORM

### What contribution do you feel able to make?

*(Please tick as many as you like and provide as much detail as possible)*

**Leadership:** the ability to set the strategic direction and control of an organisation

**Strategic thinking:** the ability to see the bigger picture, envision the longer-term future, read the policy framework.

**Financial monitoring:** experience in checking and approving annual budgets

**Performance monitoring:** ensuring the targets set out in organisational plans are met and an ability to monitor the overall performance.

**Risk management:** experience of identifying and approving effective controls to identify and manage risks.

## COME ON BOARD APPLICATION FORM

**People management:** Recruitment and staff management; ability to foster and sustain effective relationships to take the organisation forward in an effective manner.

**Legal compliance:** understanding of legal and statutory obligations and regulatory requirements.

**Representation:** representing the organisation to others by demonstrating the highest standards of ethics and integrity.

**Influencing and Networking:** ability to consciously use a range of communication methods tailored to the audience at hand. Experience of networking.

**Other:** housing management expertise, building development expertise, care service/supported housing provision, IT, meeting skills, team working skills, communication skills, ability to speak other community languages.

## COME ON BOARD APPLICATION FORM

### In which Welsh region would you be willing to attend meetings?

- Mid & West Wales (Carmarthen, Ceredigion, Pembrokeshire and Powys)
- North Wales (Anglesey, Conwy, Denbighshire, Flintshire, Gwynedd and Wrexham)
- South Wales Central (Cardiff, Rhondda Cynon Taf and Vale of Glamorgan)
- South Wales East (Blaenau Gwent, Caerphilly, Merthyr Tydfil, Monmouthshire, Newport and Torfaen)
- South Wales West (Bridgend, Neath Port Talbot and Swansea)

### In which area would you be able to attend meetings? (For example, within a 20 mile radius of Conwy or in Cardiff etc)

*Please note that the majority of housing organisations pay out of pocket expenses, including travel.*

### When would you be able to attend meetings? (Please tick as many as you like)

- any time during working hours
- early evenings
- late evenings
- other (please specify) \_\_\_\_\_

### Is there any other further information you would like to provide?

Please send your completed form to:

**Bethan Samuel, Come on Board, Community Housing Cymru, Fulmar House, Beignon Close, Ocean Park, Cardiff, CF24 5HF.**

A version of the application form can also be downloaded from

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

# COME ON BOARD APPLICATION FORM

## Diversity Monitoring Form

Many Housing Organisations are keen to reflect the diverse communities in which they work and to redress any under-representation which might exist within their current governance arrangements.

We understand that some questions may be of a sensitive nature, please answer as many as you can. Alternatively please tick the 'prefer not to say' option. If you have any queries about the questions on this form, or if you would like help in completing this form, then please speak to Sima Kowalewska on 02920 537633

In completing this form, please choose one option from each of the sections listed below and then place a tick (✓) in the appropriate box.

### Age

**Which of the following age categories best describes you?**

Date of birth			
<b>Alternatively please choose from one of the following categories:</b>			
Under 25	<input type="checkbox"/>	25 – 34	<input type="checkbox"/>
35 – 44	<input type="checkbox"/>	45 – 54	<input type="checkbox"/>
55 – 64	<input type="checkbox"/>	65+	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

### Religion, Faith & Belief

**What is your religion, faith or belief?**

Buddhist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
No Religion	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Other (please state) .....			

### Sexual Orientation

**How do you identify your sexual orientation?**

Bisexual	<input type="checkbox"/>	Heterosexual/Straight	<input type="checkbox"/>	Other	<input type="checkbox"/>
Gay Man	<input type="checkbox"/>	Gay Woman/Lesbian	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

### Gender Identity

**What is your gender?**

Male    Female    Prefer not to say

**Is your gender identity the same as the gender you were assigned at birth?**

Yes    No    Prefer not to say

**Do you live and work full time in the gender role opposite to that assigned at birth?**

Yes    No    Prefer not to say

**Disability**

The Disability Discrimination Act 1995 (DDA) defines disability as a 'physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

**Do you consider yourself to have a disability according to the terms given in the DDA?**

Yes       No       Prefer not to say

**If yes, please indicate the type/s of impairment which apply to you.**

Mobility	<input type="checkbox"/>	Learning Difficulty	<input type="checkbox"/>
Visual	<input type="checkbox"/>	Long standing illness	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	Other	<input type="checkbox"/>
Mental Health Condition	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

**Language Ability**

Type of language use	Level of Ability		
	Speak	Read	Writing
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Language ( <i>please state</i> ) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
British Sign Language User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>please state</i> ) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Ethnicity

How do you identify your ethnicity?

White Group		
British		<input type="checkbox"/>
Irish		<input type="checkbox"/>
English		<input type="checkbox"/>
Scottish		<input type="checkbox"/>
Welsh		<input type="checkbox"/>
Any Other White background		<input type="checkbox"/>
<b>Breakdown of any other white background</b>	Cornish	
	Cypriot	
	Greek	
	Greek Cypriot	
	Turkish	
	Turkish Cypriot	
	Italian	
	Irish Traveller	
	Traveller	
	Gypsy/Romany	
	Polish	
	Former USSR republics	
	Kosovan	
	Albanian	
	Bosnian	
	Croatian	
	Serbian	
Mixed white		
Other white European, European Unknown, European Mixed	<input type="checkbox"/>	
white unknown, Other white, (please state) .....	<input type="checkbox"/>	

Asian or Asian British Group		
Indian		<input type="checkbox"/>
Pakistani		<input type="checkbox"/>
Bangladeshi		<input type="checkbox"/>
Any Other Asian background		<input type="checkbox"/>
<b>Breakdown of any other Asian background</b>	Mixed Asian	
	Punjabi	
	Kashmiri	
	Sri Lankan	
	Tamil	
	Sinhalese	
	Caribbean Asian	
	Asian unknown, Other Asian,	<input type="checkbox"/>

	(please state) .....	
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<b>Black or Black British Group</b>		
	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Any Other Black background	<input type="checkbox"/>
<b>Breakdown of any other black background</b>	Somalia	
	Mixed Black	
	Nigerian	
	Black British	
	Black unknown,  Other Black (please state) .....	<input type="checkbox"/>

<b>Other Ethnic Groups</b>		
	Chinese	<input type="checkbox"/>
	Any other ethnic background	<input type="checkbox"/>
<b>Breakdown of any other ethnic background</b>	Vietnamese	
	Japanese	
	Filipino	
	Malaysian	
	Vietnamese	
	Unknown,  Other ethnic (please state) .....	<input type="checkbox"/>

We take your personal privacy very seriously. Your details will only be shared with Housing Organisations who contact us for Board Member recruitment. We do not release personal information about you to any third party other than our Agents who work with us to deliver the service to you.