

Belgrave Neighbourhood Co-operative Housing Association (BNCHA)

Statement of Committee Member Responsibilities

Approved: 30 October 2026

Introduction

BNCHA's Rules require every Committee Member to sign this Statement of Committee Member Responsibilities.

BNCHA is an independent, tenant-led registered provider of social housing. Committee Members are directors of the Co-operative and are collectively responsible for ensuring that BNCHA is governed effectively, complies with all legal and regulatory obligations and acts at all times in the best interests of the Co-operative and its members.

Committee membership is a position of trust, service and accountability. Whilst the role is voluntary, the responsibilities are significant. Every Committee Member is expected to take personal responsibility for keeping themselves informed about BNCHA's business, participating actively in governance and developing the knowledge necessary to fulfil the role effectively.

Committee Members are expected to make sufficient time to fulfil the responsibilities of the role and to contribute actively to the effective governance of BNCHA.

Committee Member Responsibilities

- (a) Abide by BNCHA's Code of Conduct.
- (b) Attend Committee meetings wherever reasonably possible, prepare by reading Committee papers in advance, and make a positive and constructive contribution to discussions and decision-making.
- (c) Participate in induction, mandatory governance training and ongoing development, and take personal responsibility

for developing the knowledge and understanding necessary to discharge the responsibilities of a Committee Member.

- (d) Avoid and declare any actual, potential or perceived conflict of interest.
- (e) Comply with Data Protection legislation and maintain confidentiality.
- (f) Read Committee papers, reports, emails and other communications circulated between meetings, and make every reasonable effort to understand the information provided. Where information is not understood, seek clarification before participating in decisions.
- (g) Recognise that governance continues between formal Committee meetings. Regularly monitor Committee communications and respond within agreed timescales so that the work of BNCHA is not unnecessarily delayed.
- (h) Make sufficient time to fulfil the ongoing responsibilities of Committee membership, recognising that attendance at meetings alone is not sufficient to discharge the responsibilities of a Committee Member.
- (i) Respect the distinction between governance and operational management. Committee Members must not direct, instruct or seek to influence members of staff in relation to operational matters or individual tenancy, staffing, complaints or other casework. Any concerns should be raised through the Chief Executive Officer using the appropriate governance process. Committee Members must not undermine or bypass operational decisions made by authorised staff acting within their delegated authority.
- (j) Understand that, unless specifically authorised by the Committee or under delegated authority approved by the Committee, no individual Committee Member has authority to make decisions, give instructions or make commitments on behalf of BNCHA. Committee Members recognise and

respect authority formally delegated by the Committee and will not seek to override or undermine decisions made within those delegated authorities other than through the appropriate governance process.

- (k) Support collective responsibility by respecting lawful decisions of the Committee once made, even where they may have held a different view during discussion.
- (l) Treat members, fellow Committee Members, staff, contractors and partners with dignity, courtesy and professionalism.
- (m) Recognise that personal conduct contributes to the integrity, reputation and future success of BNCHA and always act in the best interests of the Co-operative.

Code of Conduct

Being a member of BNCHA's committee is an important role which involves making collective decisions that will benefit co-op members. The role comes with responsibilities, and I am signing below to accept the

following responsibilities as a committee member:

1 I will not harass, threaten, abuse or insult other co-op members, service

provider staff and contractors, or any other visitor to the co-op. I will not

use abusive or threatening language or gestures in meetings.

2 I will promote constructive dialogue and debate and support fellow

co-op members and staff. I will respect the views of others.

3 I will recognise and support the role of the chair in meetings.

4 I will abide by the co-op's Equality and Diversity Policy.

5 I will not let private or personal interests to influence my decisions. I will

not use my position in the co-op for personal gain.

6 I will declare any interests I may have that may conflict with co-op activities.

7 I will keep confidential co-op matters that are identified as needing to be kept confidential, in particular any issues I come across that includes personal information about co-op members.

8 I shall declare any instances of hospitality or gifts that I receive when on co-op business.

9 I will support the co-op's staff and engage with them in a professional manner.

10 I will make every reasonable effort to attend and participate constructively in all committee meetings

11 I will keep myself informed about the committee's work by joining in appropriate training sessions and reading information sent out prior to meetings

12 I accept that I share responsibility for the decisions made by the committee (even if I voted against them)

13 I will not use my position on the committee to seek preferential treatment for myself or for my family and friends.

14 I accept that if I breach the co-op's code of conduct, the matter may be investigated and actions may be taken against me, including potentially my not being able to be involved in the committee or other co-op activities.

As a committee member of Belgrave Neighbourhood Co-operative Housing

Association, I agree to abide by this code of conduct and the Statement of

Committee Member Responsibilities.

I confirm that I have not been found to be in breach of the Code of Conduct.

Declaration

I acknowledge that Committee membership carries collective, legal and fiduciary responsibilities. I agree to comply with this Statement of Committee Member Responsibilities, the BNCHA Rules, the Code of Conduct and all lawful decisions of the Committee.

Name

Signature

Date