

The role of the FACLT Board member; skills and qualities.

FACLT board is seeking directors.

The FACLT board of directors has responsibility for the governance and leadership of the organisation. Directors must work as a team to determine FACLT's direction, oversee its activities, monitor progress, and make sure it complies with its legal, regulatory and financial obligations. Directors, who are all volunteers, meet as a board on a regular basis (at present monthly) to carry out this role.

FACLT Director Role

FACLT's core aim is to enable the development of genuinely affordable and energy efficient homes for local people in housing need.

Directors are expected to:

- Support the aims and activities of FACLT and always make decisions in its interest;
- Be active in suggesting, promoting and evaluating project proposals for the FACLT's consideration and implementation;
- Respect and strive to uphold the values and policies of the FACLT;
- Aim to attend and participate in all board meetings;
- Be prepared to represent FACLT and support board decisions in dealings with the public and other organisations;
- Attend and co-ordinate sub-committee meetings as needed;
- Take responsibility for such tasks and actions that are delegated by the FACLT Board;
- Act responsibly within the law and FACLT's Rules in making decisions;

FACLT Board Description

The Board consists of up to twelve directors who have been elected by members at an AGM, or have been co-opted onto the board by elected directors.

FACLT has a Secretary and the board includes a Chair, Treasurer and Membership Secretary. The board receives support from an agency specialising in Community-Led Housing and also employs a communications support worker (p/t on a contract basis).

The FACLT board currently has four working groups

- Finance and Fundraising
- Land search
- Fair Homes Project
- Communications

Each working group has a co-ordinator, who is one of the directors, and has *Terms of Reference* outlining the group's role and responsibilities. Other FACLT members may also be invited to join working groups.

There are at present twelve full board meetings a year which are planned usually for the last Thursday of each month from 10.00 am to 1.00 pm, and held (pre-covid) in FromeTown Hall.

History of FACLT

FACLT was first set up and registered as a Community Benefit Society in February 2019. This followed a public consultation and engagement exercise led by Fair Housing for Frome (FHfF).

The main focus of our work over the past 2 years has been to find land, in or just outside Frome, with the potential for development by the FACLT. This work has involved close collaboration with Frome Town Council (FTC), FHfF and other local organisations, an ongoing 'call for sites' to landowners and the wider Frome community, and negotiation with Mendip District Council (MDC).

We have recently entered into a partnership with MDC and a local housing association in order to develop our first housing project and we are continuing to carry out land search in the hope of developing further projects.

FACLT is an organisational member of the National CLT Network, from whom we receive useful support, advice and networking opportunities.

How FACLT is Financed

FACLT has so far been financed principally through Homes England Grants which exist to support community-led housing. Moving forward FACLT may seek further government funding, and will likely be seeking funding from other grant sources and other routes.

Insurance

FACLT has taken out Directors and Officers Liability Insurance. This provides directors and officers with protection from personal financial liability for the consequences of collective business decisions and activities.

Diversity

The board is seeking to enhance its diversity.

We are keen that more women, younger people, and people with differing cultural backgrounds and experience will engage both as members and board members of FACLT.

FACLT will follow its Equalities Policy.

Values

FACLT's board has six core values, embedded in our agreed 'Ways of Working':

- **Independence** – We will each make up our own mind about each decision without reference to a shared dogma or ideology.
- **Integrity** – Decisions will be made in an open and understandable manner. Information will be made available even when we make mistakes and everyone will have the opportunity to influence decisions.
- **Positivity** – We will look for solutions, involving others in the discussions, not just describe problems.
- **Creativity** – We will use new, or borrowed, ideas from within the group and the wider community to refresh what we do and how we do it.
- **Respect** – We understand that everyone has an equal voice and is worth listening to.
- **Transparency** – We will reach out, inform, consult and engage people.

FACLT Board member skills and qualities.

We recognise that different board members will each bring different skills and qualities. The following is intended as a guide as to the kinds of skill and qualities that we hope board members will bring to their role.

• **Qualities:**

Enthusiasm for FACLT's work

Willingness to learn
Willingness to offer time
Ability to work effectively in a team
Desire to be proactive (not just talk in meetings)

- Previous relevant experience:

Relevant experience could mean, for example:

- Experience in governance work
- Work for charities, not for profit or community organisations
- Experience in a profession
- Experience of housing, as a worker, volunteer, service user, or campaigner

- Capabilities and Experience (the following is a range; different individuals will have different strengths):

- Financial management or basic financial skills
 - e.g. To be able to scrutinise treasurer's reports
 - To be prepared to monitor financial activity
 - Accountancy or book-keeping skills
- Strategic planning and monitoring
- Social media and communications
- Inter-personal and meetings skills
- Managing people, activities and resources
- Community development
- Ability to coordinate groups
- Negotiation skills
- Housing development process and home building
- Social housing, local authorities, housing associations, local government etc.
- Fundraising, applying for and managing grants
- Local knowledge and interest in identifying land
- Networking and speaking in public

- Motivation:

- Commitment to fairer opportunities for decent housing – providing genuinely affordable housing for those in need.
- Desire for leadership of an important local project with broad community support.
- Commitment to Frome and its community.

- Availability:

- Ability to prioritise the role in relation to other commitments.

What are the legal duties of directors?

Broadly the legal duties of directors fall into three categories, and the following is a summary:

Duty of good faith

A director is required to:

- act with complete integrity in any dealings with, or on behalf of, FACLT;
- act at all times in the best interests of FACLT and not use their position to obtain benefit or advantage for themselves or others;
- avoid putting themselves in a position where their duties as a director conflict with their personal interests. This includes disclosing to the Board any material interest they may have in any matter being considered by the Board, in accordance with FACLT's rules;

- treat FACLT's affairs as confidential and not disclose information unless it is in the public domain or authorised by the Board.

Duty to take care

Directors have a duty to use reasonable care, skill, and diligence when carrying out their role. For example, when reviewing the financial records for the organisation, directors need to engage with the documents enough to understand them and ask questions when they see something that they don't understand. Sometimes the Treasurer of the Board will lead this part of the meeting, but it's important for all directors to follow the conversation and ask questions.

Duty to obey the law

Directors should act prudently, in accordance with the law and comply with FACLT's rules.