

HSNF Good Governance - Principle 1 – Understanding of Role

An effective board will provide good governance and leadership by understanding their role.

Members of the Management committee will understand their role and responsibilities collectively and individually in relation to:

- Their legal duties
- Their stewardship of assets
- The provisions of the governing document
- The external environment
- The total structure of the organisation and in terms of
- Setting and safeguarding the vision, values and reputation of the organisation
- Overseeing the work of the organisation
- Managing and supporting staff and volunteers, where applicable.

Good Governance Code: Principle 1

Understanding the Role within HSNF

Management committee members have a duty to act within the legal and regulatory frameworks that apply to them and the HSNF.

An effective management committee will provide good governance and leadership by understanding their role and responsibilities, individually and collectively.

1. Role and responsibilities of Officers and Working Groups.

1.1. Management committee members' roles and responsibilities:

Chair
Chairing the monthly meetings of the management committee and general Forum meetings; overseeing grant applications and reports related to HSNF's work; ensuring that working groups and the active projects within them are aimed at reaching the goal of producing a Neighbourhood Development Plan for the designated area.
Vice Chair
Secretary
Taking minutes, circulating papers for the monthly management committee meetings and arranging the venue for the meeting.

Membership Secretary
Maintaining membership records (Gmail database, volunteering resources, geographical distribution within the area); arranging for members who wish to become involved in the Forum's work to be contacted by the relevant working group convenor.
Treasurer
Maintaining accounts
Neighbourhood Plan Co-ordinator
Co-ordinating the production of the Neighbourhood Development Plan; ensuring that the relevant consultation/community planning workshops are being held to assemble the common vision for the designated area.
Working Group Convenor and Deputy Convenor
Managing the operation of the working group; ensuring regular involvement of interested volunteers; monthly informing the management committee on the progress of the projects; ensuring the active projects are proceeding according to the schedule and are aimed at further informing the content of the Neighbourhood Development Plan for the designated area.

1.2. Working Groups roles and responsibilities:

Communication & Community Engagement

- Organising 'Have Your Say' events and other meetings/events involving community
- Keeping HSNF members and local residents regularly informed on the HSNF work
- Carrying out research to find out views of the community and Forum partners
- Managing the website hovestationforum.co.uk
- Arranging Publicity for the Forum's work

Housing, Regeneration & Traffic

- Reviewing the designated area from a development perspective and creating development proposals with the input from the local residents which would be included in the Neighbourhood Plan
- Collaborating with the Local & National Policies WG to review and respond to the planning applications broadly affecting the development within HSNF designated area.

Business & Jobs

-Covering projects and issues affecting local businesses and employment

Sustainable Green Neighbourhoods

-Producing a local Community Energy Plan and related projects

Local & National Policies

-Keeping up to date with local and national policies and analysing how they impact the work of the Forum

2. Role and responsibilities of the Management Committee.

The governing body of HSNF is the Management Committee, which consists of the Chair, Vice Chair, Secretary, Treasurer, Membership Secretary, Neighbourhood Plan Co-ordinator and the Working groups' convenors. By accepting their posts, the individuals agree to always act in the interest of HSNF and the local residents/members of the Forum, as well as to exercise following:

- To accept the responsibility for the way HSNF is directed and run in meeting its purpose of developing Neighbourhood Plan
- To ensure financial strength of the organisation
- To safeguard HSNF's assets and to use them only for the Forum's purposes
- To act reasonably in their decision making and leadership of the organisation
- To recognise and respect diversity in all its forms including age, gender, faith, disability, race and sexual orientation
- To comply with all relevant legislation and regulation, and to make appropriate public statements to confirm that this is the case (for more information see Principle4)
- To ensure that all members of the Management Committee are appointed voluntarily and that they are fully aware of their responsibilities prior to committing to the role.
- To ensure that all volunteers have appropriate induction and support
- To provide key documents, including financial reports, to each member of the management committee, either in paper or electronic format
- To provide a clear description of specific roles and functions available to view for HSNF members
- To understand and ensure independence of the committee decision making and actions, and to put the needs of the HSNF members ahead of any other interests
- To ensure that the vision for the designated area is composed of the views shared by the members across all different backgrounds and that this vision is regularly reviewed and updated
- To strategically review all aspects of HSNF's work and functioning to ensure the organisation's overall effectiveness