

# Join Our Management Committee



Paragon HA - How to Become a Committee Member



**Paragon Housing Association** wants people to join their **Management Committee**. This group helps run the Association. They want people with different skills and from different backgrounds.



The **Management Committee** checks every year to see if they have the right skills. If not, they look for new people to join. They want to make sure they do a good job.



The Association has rules in place based on the Scottish Federation of Housing Associations Model Guidance and which meet the requirements of the Scottish Housing Regulator.



They want to help people learn and grow. They welcome everyone, no matter their age, gender, or background.



They especially want people who don't usually get involved in public life. But they still need people with the right skills.



The rules say who can be on the **Management Committee**. There are different ways to join, like being elected at a meeting or filling a vacancy.



The **Management Committee** can have up to 15 members. There are around 10 meetings a year. They meet every year in September to choose new members.



People can also join by being co-opted or filling a casual vacancy. They need to show their skills and meet the committee. Training and support is provided.



The job description tells what is needed to be a **Management Committee** member. It also explains the support they offer.



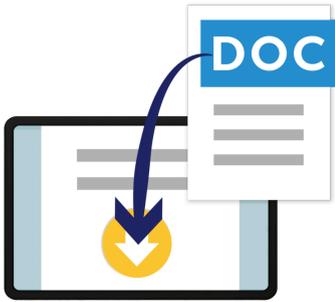
Recruitment can happen anytime. They use different ways to find new members, like social media and community groups.



They want the process to be open and fair. There are rules about how to apply and who can be refused.



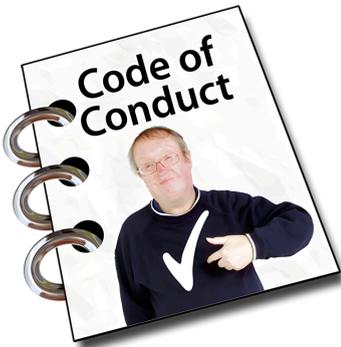
To join, people need to talk with the committee, watch a meeting, and fill out an application. They also need to meet the eligibility criteria. Help can be given to make the application



The policy is reviewed every three years to make sure it is up to date.



The **Management Committee** has important responsibilities. They lead the Association and make sure it does well for tenants.



They must follow a **Code of Conduct** and work together to make good decisions. They need to act in the best interest of the Association.



They can't act for personal gain or for other groups. They need to declare any conflicts of interest.



They should take part in training and keep up to date with important issues. They need to prepare for meetings and work well with others.



They represent the Association positively and keep confidential information private. They work with staff and other committee members.



They help set the Association's goals and make sure it follows the law. They check that the Association has enough resources.



They oversee finances and make sure rents are affordable. They act as the employer for the Association's staff.



They make sure the Association is open and accountable to everyone, including tenants and regulators.



The Association offers support like training, advice, and clear information. They pay expenses but not salaries.



Members need to attend meetings and events, prepare for them, and take part in training. They might need to attend on weekends.



The rules explain how committee members are elected and when they need to retire. They also explain how vacancies are filled.



Co-optees can join the committee temporarily. They have the same duties but can't vote on certain matters.



There are rules about who can be on the committee. Some people can't join, like those with certain legal issues.



A committee member stops being a member if they resign, miss meetings, or break rules. They can also be removed by a vote.



The application form asks for personal details and skills. Applicants must confirm they meet the eligibility rules. Help can be given to complete it.



The Association wants to make sure they have a strong and diverse **Management Committee** to help them succeed.



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