

Paragon Housing Association Limited

Management Team Remit

Composition

The Management Team comprises of

- Director
- Finance and Investment Manager / Depute Director
- Housing Manager
- Programme and Regeneration Manager

Responsibilities

The Director is responsible and accountable to the Management Committee. On a day to day basis the Chair acts as line manager to the Director. In the absence of the Chair the Vice Chair acts as line manager.

The Management Team is led by the Director. The Finance and Investment Manager acts in a depute capacity in the absence of the Director

The Management Team will work closely and co-operatively with the Management Committee. They will regularly report on performance and activities to the Management Committee in accordance with the agreed schedule.

Authorities

Each member of the Management Team has a written job description setting out their role.

The policies and procedures of the Association set out the authorities of staff and the Management Committee

Key Activities

The main areas of Management Team's remit are summarised below

- Providing professional advice and support to the Management Committee
- Managing approved budgets
- Ensuring effective strategic and operational plans are developed, implemented and monitored
- Approving, implementing and monitoring policies
- Developing and maximising staff potential
- Monitoring and improving systems of internal controls and procedures
- Evaluating opportunities for growth
- Achieving Key Performance Indicators
- Ensuring compliance with all regulatory requirements

Approved : Management Committee Date: 12th December 2018