



INTRODUCTION TO BEING A COMMITTEE MEMBER

ABOUT YHA AND OUR COMMITTEE

YHA is a small, community-based housing association with charitable status established in 1977 by local residents who were anxious to improve the standard of housing in the area.

Today it owns 467 flats, all within the Yorkhill area. It also factors another 494 homes and commercial premises.

As of 2024-25, our Management Committee consists of 10 members – 4 of whom live in the area of operation.

Committee are elected annually at our AGM, but additional members can be co-opted throughout the year at Committee's discretion, before being required to be elected at the next AGM.

The Committee can have no less than 7 and no more than 15 members.

Management Committee currently meets 10 times per year, however there are currently 2 sub-committees dedicated to some finer details of our operations, both of which meet quarterly.

N.B. – co-opted members do not count towards meeting quorums, and while able to discuss affairs like other members they may not cast votes on anything directly affecting our Rules, membership or office-bearers until they are fully elected at an AGM.

COMMITTEE – ROLE, PURPOSE AND REMIT

01

Our Committee are collectively responsible for ensuring that we remain compliant with legal and regulatory obligations

02

Committee agree on our key goals and strategies, and monitor the progress of the professional staff team in implementing these strategies

03

All important 'final decisions' are made following scrutiny by the Committee

04

Members should promote and uphold the standards and values of the Association

EXPECTATIONS AND BEHAVIOURS

- All Committee members are unpaid volunteers, and are usually invested in the area because they either reside here or have its best interests at heart. As such, members must sign a Code of Conduct annually and before undertaking any Committee matters.
- The Code sets out some of the key behaviours which members should follow:

Selflessness – acting in the best interests of the Association above all

Leadership and a commitment to driving good outcomes for tenants and service users

Openness and transparency, including declaring any conflicts of interest

Acting honestly and in good faith

Objectivity – considering matters on their own merit and based on the rational information available to you

Integrity – not allowing personal interests to cloud your conduct on the Committee

Accountability and responsibility for decisions and actions

Maintain a high level of confidentiality about the information you receive

WHAT SHOULD I EXPECT? WHAT SUPPORT WILL I HAVE?

Meetings

- 1 Management Committee meeting per month (exc. Jan and July) lasting around 1.5 – 2 hours.
- You will receive reports and papers for meetings 1 week in advance. Most reports will not be re-capped before discussion, so it is assumed members will read them beforehand.
- Provided meeting etiquette is followed, members are free to ask questions and give thoughts on the reports.
- There are opportunities to get involved with more specific aspects of YHA on our Sub-Committees, where Governance, Finance, Maintenance and Housing are discussed in greater depth.

Support

- You will undergo an induction process in your first few months to get comfortable with the role and the type of information you will receive.
- You will have access to a portal on the YHA website, where Committee business and other useful materials are archived.
- You will have plenty of opportunities to attend topic-specific training courses and conferences with sector-recognised bodies. Annual appraisals will allow a discussion on any additional training needs.
- Our Committee members have positive working relationships with one another, and can provide additional support to new members through their early stages.
- In line with our Expenses Policy and sector (EVH) guidelines, you will be reimbursed for costs incurred if you are out on Committee business.

WHAT INFO DO I NEED TO KNOW?



Our Committee members come from all kinds of personal and professional backgrounds. There are no specific knowledge or experience requirements when joining – the broader our members’ experiences, the better.



YHA is however carrying out a Committee skills assessment to better understand the backgrounds we would most benefit from recruiting, to help target them during recruitment drives.



During Committee meetings, you will be exposed to a wide range of topics. Typically the most common items discussed at meetings include:

- Financial Reports and Monitoring
- Performance Updates from our various sections
- Governance, Compliance and Regulatory Returns
- Policy Drafts and Reviews
- YHA’s Strategies and Goals
- Anything Topical to the Housing Sector

Remember that Committee’s overall purpose is to direct strategy and monitor performance. While you will develop a broad understanding of these topics, you are not expected to become an expert. There are also training courses on [asking the right questions](#) so you know what to look out for.