

February 2024

Dear Applicant

**MANAGEMENT COMMITTEE APPLICATION**

Thank you for your interest in becoming a Management Committee member at Prospect Community Housing.

This is an exciting time for Prospect. As well as owning and managing almost 900 homes, we have plans to build another 100 homes over the coming three years. We are a strong, independent registered social landlord focussed on serving our tenants and the community of Wester Hailes.

We are looking for Management Committee members who have a commitment to our vision and values and who want to make a difference to Wester Hailes. As a Management Committee member you would be expected to:

1. Attend ten Committee meetings per year on the last Wednesday of each month, 7pm to 9pm. (No meeting in July and December).
2. Prepare for Committee meetings – papers are issued one week prior to the meeting, and should be read through prior to the meeting
3. Attend annual training residential weekend
4. Attend other training as required
5. Attend annual Saturday strategy day
6. Consider being involved in working group(s)
7. Represent Prospect as and when required
8. Undertake legal responsibilities as part of the Management Committee
9. Undergo an Annual appraisal
10. Consider standing for office bearer positions (co-optees may not be office bearers)
11. Not use the Committee meeting to raise personal issues
12. Comply with collective responsibility regarding decisions taken by Committee

Please find attached an application pack for completion. The closing date for completed applications is Wednesday 6 March 2024 – your application should be emailed to recruitment@prospectch.org.uk Following this date, we will assess all applications and shortlist a number of candidates for an interview. All candidates will be informed of the outcome of their application.

Please do not hesitate to contact me for an informal discussion if you would like more information.

Yours sincerely



Brendan Fowler

Director

  



**APPLICATION FOR MANAGEMENT COMMITTEE MEMBERSHIP**

Please complete this application form to tell us why you are interested in joining the Management Committee and what you feel you could contribute to our work.

1. **YOUR DETAILS:**

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| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Email:** |  |
| **Daytime telephone number:** |  |

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| 1. **Please summarise any work and volunteering experience, demonstrating why this is relevant to the role of Management Committee member at Prospect:**
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| 1. **What skills can you bring that would assist you in being an effective member of our Management Committee:**
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| 1. **As a community based organisation, our Management Committee members to be committed to making a difference to Wester Hailes. Ideally, Management Committee members will have either a current or previous connection with Wester Hailes. Please state any connection you have with the area, and demonstrate why you are committed to this community.**
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| 1. **Is there any other information that is relevant for your application?**
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1. **CONFIRMATION OF ELIGIBILITY**

Please tick the following boxes to confirm your eligibility:

[ ]  I confirm I am aged 16 years or over.

[ ]  I have read the extract from the Rules of Prospect Community Housing (shown overleaf), which lists the factors that would make a person ineligible for appointment to Prospect’s Management Committee. I confirm none of these factors apply to me.

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXTRACT FROM THE RULES OF PROSPECT COMMUNITY HOUSING**

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| **Eligibility for the Committee** |
| 43 | A person will not be eligible to be a Committee Member and cannot be appointed or elected as such if:- |
|  | 43.1 | he/she has been adjudged bankrupt, has granted a trust deed for or entered into an arrangement with creditors or his/her estate has been sequestrated and has not been discharged; or |
|  | 43.2 | he/she has been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974 or an offence under the Charities and Trustee Investment (Scotland) Act 2005; or |
|  | 43.3 | he/she is a party to any legal proceedings in any Court of Law by or against the Association; or |
|  | 43.4 | he/she is or will be unable to attend the Committee Meetings for a period of 12 months; or |
|  | 43.5 | he/she has been removed from the Committee of another registered social landlord within the previous five years; or  |
|  | 43.6 | he/she has resigned from the Committee in the previous five years in circumstances where the resignation was submitted after the date of his/her receipt of notice of a special committee meeting convened to consider a resolution for his/her removal from the Committee in terms of Rule 44.5; or |
|  | 43.7 | he/she has been removed from the Committee in terms of Rules 44.4 or 44.5 within the previous five years; or |
|  | 43.8 | he/she has been removed or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or the Charities and Trustee Investment (Scotland) Act 2005; or |
|  | 43.9 | he/she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners for England and Wales or by Her Majesty’s High Court of Justice in England on the grounds of any misconduct in the administration of the charity for which he/she were responsible or to which he/she were privy, or which his/her conduct contributed to or facilitated; or |
|  | 43.10 | a disqualification order or disqualification undertaking has been made against that person under the Company Directors’ Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company); or |
|  | 43.11 | at an annual general meeting, he/she has served as a Committee Member for a continuous period in excess of nine years and the Committee has not resolved to permit him/her to stand again or otherwise be nominated for re-election. |