



LEWISHAM TENANTS FUND

Position:	Board Director x 3
Hours:	Voluntary
Reports to:	Management Committee
Location:	Lewisham

Are you a Lewisham council tenant that share the strategic vision of LTF and has commitment to involving residents in all that we do?

Lewisham Tenants Fund (LTF) are seeking for three new board directors and expect that different candidates will bring a range of skills and experience to the management committee.

We offer an exciting and challenging opportunity for you to play a vital role in our future. You will gain experience and develop yourself as you influence and set policies, budgets and monitor performance of the Fund. You do not need to have previous board experience or be a financial wizard as training will be provided and you will be supported throughout your time as a board director.

The minimum time commitment is 4 x 2 hour meetings per year, an annual general meeting and an induction session.

As this is a voluntary position you will be reimbursed of your travel and reasonable out of pocket expenses.

Interested! to apply you will need to submit a supporting statement outlining your suitability, addressing the key requirements identified in the person specification. For example, you may have previous experience of being a committee member in a paid or voluntary capacity, relevant work experience, undertaken training that would be deemed beneficial to the work of LTF.

Please attach your supporting statement with photographic identification such as a current passport, driving licence, Freedom Pass as this will be required if you are successfully elected.

Please be advised before becoming a director, the LTF will obtain written confirmation from your landlord stating you are a secure tenant and that you are not in breach of your tenancy agreement. It is the responsibility of the director to notify the Fund if this case is to be the case at a later date.

Lewisham council tenants can apply to be a director anytime throughout the year. For more information, or an informal discussion about the position, please contact LTF on 0208 314 1006 or email administrator@l-t-f.co.uk



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Board Director

Job Description

Main purpose of the role:

- ✓ Regularly attend board meetings and important related meetings
- ✓ Contribute to the overall strategy and direction of Lewisham Tenants Fund through effective participation at board meeting
- ✓ Committed to the ethos, values and independence of Lewisham Tenants Fund
- ✓ Act as an ambassador for Lewisham Tenants Fund by promoting its work among stakeholders

Summary of responsibilities and duties

1	To ensure that Lewisham Tenant Fund complies with its governing document, company law and any other relevant legislation or regulations
2	To ensure that Lewisham Tenants Fund pursues its objectives as defined in its governing document
3	To ensure that Lewisham Tenants Fund uses its resources exclusively in pursuance of its objectives: the fund must not spend money on activities which are not included in its own objectives, no matter how worthwhile those activities are
4	To contribute and participate in the strategic direction of LTF, setting overall policy, defining goals, setting targets and evaluating performance
5	To safeguard the good name and the values of Lewisham Tenants Fund
6	To ensure the effective and efficient administration of the organisation
7	To ensure the financial stability of the organisation by monitoring spending, approving the annual financial statement and budget
8	To protect Lewisham Tenants Fund from liability and minimise risk
9	To actively participate in the organisational planning and decision making and to make sound and informed judgments
10	To assist in the appointment of staff and monitor their performance



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Board Director Person Specification

Personal Qualities, Skills and Attributes

Strategic Awareness	<p>Committed to the work of Lewisham Tenants Fund and having an understanding of the legal duties, responsibilities of directorship</p> <p>Is able to lead, make strategic decisions and the ability to operate effectively at Council/board level</p> <p>Is willing to learn and contribute</p>
Open and Creative	<p>Is able to take a creative and innovative solution to problems and encourage new approaches to the business of Lewisham Tenants Fund</p>
Local and Regional Knowledge	<p>Understand the challenges and opportunities that the Fund has in Lewisham of operation</p> <p>Is committed to community engagement and inclusion</p>
Stakeholder Awareness	<p>Is able to articulate perspectives of key stakeholders</p> <ul style="list-style-type: none"> ✓ Lewisham Homes ✓ Regenter Brockley ✓ Ewart Road and Five Ways Housing Cooperatives <p>and to take those into account in decisions made by the management Committee</p>
Good Judgment	<p>Is able to exercise reasonable judgment, make decisions and take action</p>
Influential	<p>Is able to gain support and influence; political acumen</p>
Team Working	<p>Is able to work well in a team and maintain an effective working relationship with the management committee, staff and stakeholders</p> <p>Engage and facilitate collaborative working</p>