



PROSPECTIVE COMMITTEE MEMBERS INFORMATION PACK

A BRIEF HISTORY

Hawthorn Housing Co-operative is a fully mutual housing Co-operative, managed by a voluntary Management Committee of 15 local residents who employ staff to carry out the day to day work of the Co-operative.

Local residents campaigned from 1984 to 1987 to take over the ownership and management of the 384 houses from Glasgow City Council. Hawthorn Housing Co- operative was established as a registered social landlord in 1987.

The Co-operative now collectively owns the houses and rents them to individual members; all tenants are members of the Co-operative. Tenants join the Co-operative by buying a £1 share, which is their financial stake in the Co-operative.

The Co-operative provides services to 364 tenant members. Our housing stock consists of 191 refurbished ex-local authority tenements, 125 properties built by the Co-operative between 1997 and 2004 and 48 properties built in May 2019. Our housing stock is located in the Possilpark area in the north of Glasgow. Our main reason for existing is to maintain and strengthen the community in this small pocket of Possilpark.

The Co-operative delivers service to residents from our estate-based office and employs seven full time office based staff, one community based worker and three caretaking staff to deliver services to members and prospective members. The Co-operative is self-financing through revenues collected from rents. Any surplus generated from the rents is re-invested for the benefit of the community.

OUR VISION

We see our vision as “Leading the creation of a community with excellent homes where we are proud to live” and doing this by being “For the Community, from the Community”.

OUR VALUES

We have six values that underlie all we do and guide our behaviour. We use these values to assess competencies in recruitment and in assessment performance and behaviour in appraisals.

- We do the right thing,
- We show respect to our members and our community,
- We recognise the importance of the team,
- We try new ideas,
- We go the extra mile,
- We ensure our community is treated fairly.

OUR STRATEGIC OBJECTIVES

We have identified three strategic aims for achieving our vision of “leading the creation of a community with excellent homes where we are proud to live”. They are -

- Ensuring our members have the best possible quality of life,
- Keeping the Co-operative safe and secure,
- Getting the most from our resources and delivering value for money.

MANAGEMENT COMMITTEE

The Co-operative's members elect the Management Committee. This is done at our Annual General Meeting, with one third of the committee standing for re-election each year.

The Management Committee sets the overall strategy, objectives and policy for the Co-operative.

The Management Committee does not get involved in the day-to-day running of the Co-operative - this is left to our staff team. Each year the Management Committee update their skills by attending training and may buy in specialist expert advice, for example from the Co-operative's solicitor on complex legal issues.

The overall business of the Co-operative is considered at regular Management Committee meetings and sub-committee meetings. The Co-operative has three sub-committees:

- Corporate & Operations
- Audit
- Health & Safety and Human Resources

Office Bearers

Cathie Ritchie – Chair, has been a Committee Member since 17/09/2002

Helen Graham – Vice Chair, has been a Committee Member since 19/09/2001

Mattie McGeouch – Secretary, has been a Committee Member since 15/09/2009

Eileen Wallace – Treasurer. Has been a Committee Member since 12/09/2017

Committee Members

Rae Bowman - Committee Member since 30/08/2021

Sarah Jane Wilson - Committee Member since 13/09/2022

William Fleeting – Committee Member since 22/05/2023

Roseanne Logan - Committee Member since 24/04/2023

Caroline Cameron - Committee Member since 28/08/2023

Marie McCreadie - Committee Member since 29/01/2024

KEY SKILLS

Time Commitment

Ability to attend monthly Management Committee meeting, monthly or quarterly sub-committee meetings and occasional training sessions. These will involve mainly evening and very occasional weekend commitments.

Desirable Skills, Behaviour and Experience:

- Good communication skills;
- Ability to work constructively with other committee members as part of the management body;
- Experience of handling large amounts of written information;
- Be able, with training, to understand, agree and take ownership of a business plan including financial, policy, regeneration and procedural and legal aspects;
- Interest in housing and community issues;
- Commitment to the aims and objectives of the housing movement and Hawthorn Housing Co-operative;
- Strategic/business planning knowledge or experience;
- Housing Management and/or assessment of housing needs knowledge or experience;
- Financial management, investment or risk management knowledge and skills;
- Experience of running a successful business or other leadership experience;
- Property development/regeneration or building skills or knowledge;
- Legal knowledge or experience and ideally in social housing or related areas;
- Involvement in housing or regeneration issues;
- Public Relation skills;
- An understanding of and commitment to equalities and community relation's issues;
- Willing to attend and learn from training on housing issues and governance;
- Be open and receptive to both positive and negative feedback on individual contributions of the committee decision making process;
- Ability to implement committee decisions confidentiality as detailed in the code of conduct for Committee Members.

Ready to apply?

Please fill in the Management Committee Member Application Form and return it to the Co-operative office or email it to ceara@hawhousing.co.uk.

What's next?

Once we have you received your application, you will be invited to a meeting with the Chair and the Director to discuss it. You will then be invited to attend and observe a Committee Meeting.

You are required to attend at least three meetings after which if you are still interested, the Committee will decide whether to co-opt you onto the Committee or appoint you as a casual member.

If you have any questions regarding the application process please contact the office on 0141 336 2138 or email ceara@hawhousing.co.uk.



Management Committee Member Application Form

This form should be completed by any member seeking to join the Management Committee of Hawthorn Housing Co-operative. When completing the form, please refer to information about the skills and knowledge that HHC is particularly looking for at this time.

*Where the applicant is being nominated for election, this form should be completed **in addition** to the Nomination Form.*

Information marked with an asterisk () will be included with the ballot papers issued to members.*

*Name _____
*Address _____
Postcode _____
Telephone _____
Email _____

Are you a tenant/member of HHC? Yes/No

Have you ever been made bankrupt? Yes/No

Are you related to anyone who is already a member of the Co-op's Management Committee or to someone who is employed by the Co-op? Yes/No

If 'yes' please give your relative's name: _____

Are you involved with any business that provides services or is contracted to the Co-op? Yes/No

If 'yes', please give details _____

Are you employed? Yes/No

Please outline your current or previous jobs

Are you (or have you been) involved in other voluntary work?

Yes/No

If 'yes', please give details _____

Please describe why you are interested in joining the Management Committee

*Please describe how your experience would help to meet the recruitment priorities that the Co-op has identified (the priorities are enclosed with this form)

*Please describe which part of Co-op's work are you especially interested in and why

Are you willing and able to participate in training on a regular basis?

Yes/No

I confirm that I have read the Committee Membership & Recruitment Policy and that I am eligible and willing to stand for election

Yes/No

Signature: _____

Date: _____