

St George Housing

CEO Terms of Reference



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Chief Executive Officer Terms of Reference

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ST GEORGE HOUSING CHIEF EXECUTIVE OFFICER

TERMS OF REFERENCE

1 Introduction

- 1.1 This document sets out the terms of reference for the Chief Executive of St George Housing Limited (the Society).
- 1.2 These terms of reference may be varied by the Board from time to time.

2 Appointment

- 2.1 The Chief Executive Officer (CEO) is appointed by the Board and is accountable to the Board.
- 2.2 The CEO is an executive director and a member of the Board.

3 Role of the Chief Executive Officer (CEO)

- 3.1 The CEO of SGH offers strategic guidance and operational leadership in alignment with the organisation's approved strategies, plans, and policies endorsed by the Board. The CEO takes the helm in executing corporate strategies, plans, and initiatives that are in harmony with SGH's mission, the directives of the Board, shareholder expectations, and the requirements of our valued partners and clients.

4 Duties and Responsibilities

- 4.1 Oversees the daily operations of SGH, staying within the parameters set by the Board and in accordance with any relevant delegated authority.
- 4.2 The Demonstrates unwavering integrity and ethical leadership, aligning with the SGH's commitment to transparency and fiscal responsibility.
- 4.3 Provides visionary leadership to shape the organisation's strategy and plans, ensuring they align with and achieve SGH's objectives.

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- 4.4 Collaborates closely with the local authority partners, fostering mutually beneficial relationships that align with SGH's strategic objectives.
- 4.5 Leads the preparation of Business Plans, as well as capital and operating budgets, seeking approval from the Board.
- 4.6 Initiates and oversees the execution of corporate strategies, policies, plans, and programs consistent with SGH's strategic objectives and business plans.
- 4.7 Provides regular reports to the Board, offering insights into the organisation's performance and progress towards goals and objectives.
- 4.8 Offers valuable advice to the Board on matters related to policy, planning, priorities, and other fundamental issues aligned with SGH's mission and direction. This includes analyzing the implications of proposed initiatives and potential impacts on SGH strategic objectives, residents, and other stakeholders.
- 4.9 Exercises control over all expenditures to optimize the allocation of resources efficiently.
- 4.10 Takes the lead in delivering strategies to mitigate corporate risks and safeguard the financial viability of SGH.
- 4.11 Ensures the integrity of SGH's internal control and management systems, promoting their effectiveness and reliability.
- 4.12 Act as the primary point of contact between the Board and the management and staff of the organisation.
- 4.13 Sets up organisational structures and staffing plans while creating delegation and decision-making frameworks that facilitate the achievement of corporate goals and objectives.
- 4.14 Offers guidance to the Senior Leadership Team and staff to enhance overall effectiveness in achieving policy and business objectives.
- 4.15 Ensures that the organisation conducts its operations and financial activities with integrity, adhering to relevant legislative, regulatory, and policy requirements.
- 4.16 Leads on the development of progressive management and human resources policies and practices, fostering a culture of continuous improvement in

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accordance with SGH's strategic objectives.

- 4.17 Establishes and manages a Board-approved plan for Board succession to ensure leadership continuity within the organisation.
- 4.18 Conveys the decisions made by the Board to senior management and staff, ensuring clear and effective communication throughout the organisation.
- 4.19 Serves as the main spokesperson for SGH in matters concerning its operations. Oversees SGH's interactions with the public and other key stakeholders.

4.19.1 All reports and other documents referred to or to be read with the agenda.

4.19.2 referred to in the agenda; or

5 Conduct Of Meetings

- 5.1 Work collaboratively with the Chair in agreeing the Agenda for Board meetings.
- 5.2 To ensure that any conflicts of interest are declared at the beginning of each meeting.

6 Voting

- 6.1 If there is a vote regarding the remuneration of the CEO, the vote of the CEO will not count.

7 Minutes

- 7.1 The Ensuring that minutes are circulated to the Board an approved accordance with the SGH policies and procedures.

8. Urgent Matters

- 8.1. Advise and support the Chair where urgent matters are taken under 'Decisions by the Chair'.

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9. Reporting lines

- 9.1. The CEO reports to the Independent Board of Directors with and is appraised by the Chair on an annual basis.

10. Standing Items for each Board Meeting

- 10.1 Conflicts of Interest
- 10.2 Minutes from the previous meeting
- 10.3 Matters arising
- 10.4 Chief Executive's Report
- 10.5 Finance report
- 10.6 AOB

11. Review

- 11.1 These terms of reference may be varied by the Board from time to time.
- 11.2 These terms of reference shall be reviewed by the Board at least annually.

Date of Approval: Sep 2023

Approved by: The Board

Date of next review: Sep 2024