

BANCROFT

TENANT MANAGEMENT CO-OPERATIVE

APPLICATION Form for Election to the Management Committee of Bancroft TMC

We invite applications from members of Bancroft TMC to stand for election to the Management Committee

Please attach a passport size photo

Full Name of Candidate:

Date of Birth:

Address:

Telephone:

Mobile:

Email (if applicable):

Occupation (optional):

Are you a Member of the TMC?

- Yes
- No

Membership Number (if applicable):

Currently residing as:

- Tenant
- Son/daughter of Tenant
- Leaseholder
- Freeholder

Reason for applying to become a Committee Member and relevant skills to meet the duties of Committee Members at point 4 (*If you are unsure how to fill this in, please contact the office who will be happy to help*) (Maximum 300 words)

Skills Audit form:

Below is a competence based questionnaire. The purpose of this questionnaire is to identify and developed a programme of training to support the committee in delivering the TMC aims. It will also help us to fill any gaps in the skills when co-opting new members.

Competencies are skills - things you can do - which are acquired through work experience, life experience, study or training. They can be knowledge, attitudes, skills, work values, or personal values. Competencies you have can be used in all aspects of life - they are transferable. It is important for you to assess what you feel you are competent in and therefore what you can contribute in your role as a Committee Member.

Please read through each definition and then grade your strength or weakness against each by ticking one of the following:

4	Excellent	<i>Outstanding strength with no areas for improvement</i>
3	Good	<i>Strengths outweigh areas for improvement</i>
2	Satisfactory	<i>Some weaknesses which need to be addressed</i>
1	Poor	<i>Significant weaknesses which need development</i>

You should think about your strengths and weaknesses in terms of improvement and development of each competence - which ones are you comfortable with and which ones you have difficulty with.

Part A - COMPETENCIES

Competency	Description	Your Grade			
		4 Excellent	3 Good	2 Satisfactory	1 Poor
1. Governance & Accountability	1.1 I demonstrate knowledge of the legal and regulatory framework in which TMOs work in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.2 I understand the TMOs objectives and the role of the Management Committee in helping to achieve them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.3 I understand the legal and regulatory requirements in relation to declaring conflict of interest and actively follow the TMC agreed protocol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Strategic thinking	2.1 I am able to contribute to activities that involve planning, controlling and monitoring, including setting and prioritising of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.2 I am able to take broad overview, without getting into unnecessary details and identify long term implications of business decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Analysis and Problem solving	3.1 I am able to scrutinise, monitor and provide constructive feedback on performance against financial and non- financial indicators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency	Description	Your Grade			
		4 Excellent	3 Good	2 Satisfactory	1 Poor
	3.2 I am able to interpret and challenge financial risk-management information (including systems of internal controls).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.3 I have the ability to analyse and challenge performance in a professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Leadership	4.1 I have the ability to motivate and gain respect from individuals and team by providing clear direction and setting standards of behaviour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Team working	5.1 I am able to build and maintain effective relationship with fellow committee members and senior staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5.2 I have the ability to influence others through persuasive discussion and stick to the point, and avoid wasting time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5.3 Once a decision has been made by committee I share responsibility for the outcome.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Specialist knowledge	6.1 I demonstrate comprehensive knowledge of housing management and customer service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6.2 I demonstrate comprehensive understanding of Treasury Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6.3 I demonstrate knowledge in respect of maintenance and asset management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6.4 I demonstrate comprehensive knowledge and understanding of employment law and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6.5 I demonstrate knowledge and understanding of TMC residents and the communities it serves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Self-management/Commitment	7.1 I attend, prepare and participate in meetings effectively adhering to the code of conduct for meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Diversity	8.1 I am committed to promoting Equality and Diversity and am aware of the legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Confidentiality	9.1 I maintain confidentiality and do not discuss confidential issues outside the committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Grievances and whistle blowing	10.1 I know who to raise concerns with and am aware of TMC policy/procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART B - MY KNOWLEDGE OF THE BOARD'S ROLE

Please tick Yes or No.

	Yes	No
Do you have a copy of the TMC constitution?		
Are you clear about the organisation's aims/purposes?		
Do you know what the organisation's legal status is?		
Do you know what the legal responsibilities of the Management Committee are?		
Do you know what entitles someone to be a Management Committee Member?		
Do you know what your personal liability is as a Committee Member?		
Do you have copies of governance standing orders, data protection, confidentiality and equality and diversity policies?		

PART C - TRAINING & DEVELOPMENT

What training do you think would help you fulfil your role as a committee member?

PART D - ANY OTHER COMMENTS

I declare that

1. I am a member of Bancroft TMC and am permanently resident on the estate
2. I am not employed by Bancroft TMC nor do I have any close relationship with any member of Bancroft TMC's staff,
3. I do not have any financial interest in any contract or other transaction with Bancroft TMC
 - o personally; or as a member of a firm; or as a director or other officer of a business trading for profit; or in any other way whatsoever (*other than as a resident and receiver of TMC services*)
4. I agree to accept these duties as a member of the Management Committee if I am elected:
 - o uphold co-operative values of honesty, openness, social responsibility and caring for others
 - o observe the ground rules for meetings of Bancroft TMC
 - o ensure, together with other members of the Committee, that Bancroft TMC operates within its rules, membership regulations and management agreement with LBTH
 - o support the decisions of Bancroft TMC's general meeting
 - o support the decisions of the Management Committee
 - o keep confidential all information, listed or agreed to be treated as confidential
 - o not promote any personal interests, including family and friends
 - o ensure that you do not and that it does not appear that you or family or friends receive undue or unfair personal gain from the operations of the TMC
 - o attend at least 6 out of 8 Management Committee meetings in any 12-month period and accept that, if I miss 3 meetings in a row without submitting apologies, I will be deemed to have resigned
 - o attend all training sessions provided for the Committee without good reason for absence
 - o read the Bancroft TMC Management Committee papers circulated before meetings
 - o give apologies if unable to attend a meeting and phone comments on the papers through to the chair or secretary beforehand and
 - o contribute to Management Committee debates.

Signed _____

Dated: _____

Please return this form to: Bancroft TMC Ltd, 12 Wickford Street, London E1 5QN. Nominations for election at the AGM must be received no later than 1.00pm on Friday 23rd September 2022.

<p>Official use:</p> <p>Received by (Officer):</p> <p>Date received:</p>
