



HouseProud

HouseProud Terms of Reference

Version 8

Nov 2021

1.0 Purpose

1.1 To attract a more diverse workforce into social housing and encourage more LGBT+ people to fulfil their potential and support others to develop in their chosen career. We will do this by swapping best practice and mentoring each other – individually or organisationally – so that the sector becomes a better employer for LGBT+ colleagues. In turn, this delivers a better service to our LGBT+ customers and communities.

2.0 Aims

- 2.1 To be a forum for sharing information and promoting best practice across the sector and with HouseProud members;
- 2.2 To support HouseProud members in their development and help to mentor each other;
- 2.3 To raise awareness of LGBT+ issues across the sector;
- 2.4 To influence Housing policy and Boards/decision makers;
- 2.5 To develop partnerships and support other organisations;
- 2.6 To be a network and safe space for LGBT+ social housing colleagues; especially those who may feel isolated in smaller housing providers, and;
- 2.7 To improve service delivery for all our customers.

3.0 Procedural Matters

3.1 Membership

General Membership

HouseProud's general membership is open to people who identify as LGBT+ and work in the Housing sector.

Affiliate Membership

HouseProud's affiliate membership is open to people who prefer to identify as allies or work outside the social housing sector but wish to support HouseProud's aims. Affiliate members will be eligible to stand for Management Committee posts and vote in the election of Management Committee posts in line with the following conditions;

- (1) 80% of the Management Committee identifies as LGBT+
- (2) 80% of the Management Committee works in the housing sector

3.2 Year

The HouseProud year will run from the 1st January to the 31st December.

3.3 Management Committee

HouseProud will be governed by a Management Committee (formerly known as the Steering Group) who will deliver events, support and development for members and promote HouseProud across the sector. Committee members will be expected to attend 75% of the committee meetings

and network meetings. Committee members may only remain in their post for up to two consecutive years. Positions on the Management Committee will run from 1st January to 31st December.

Observers may be invited to attend Management Committee meetings, but only elected Management Committee Members will be eligible to vote.

The Co-Chairs will be responsible for maintaining fair and equal representation across the diversity of organisations within the sector.

The Management Committee will consist of the following posts which can be added or removed as part of the annual review:

2 x Co-Chairs

Identifying as LGBT+, they share the responsibilities to lead HouseProud, the spokespeople for HouseProud, build relationships with external agencies and networks. To produce the annual report. In order that we reflect the diversity of our membership, the Co-Chair's should not share the same gender or sexual identity. Should nominations not reflect this, the Management Committee quorum will make the final decision based on personal statements and membership votes (if required).

Administrative Officer

To set up and document the Management Committee meetings, to support the Co-Chairs in the production of the annual report, to manage the Management Committee election process, and to manage the HouseProud OneDrive and email account. To provide support for the administration of accreditation under the proposed HouseProud LGBTQ+ Pledge Scheme for housing organisations.

Communications & Press Officer

To be the contact point for all media relations for the group and whose remit covers media, press, website, and the communication strategy. This post is supported by a non-management committee Social Media Officer.

2 x Events Officers

To co-ordinate all HouseProud network events, social events, breakfast briefings, conferences, attendance at Pride events, and Eventbrite (the event management software). There is no gender requirement for these two posts as there are with the Co-Chair posts.

National Membership Officer

To develop and maintain links with HouseProud North and to explore developing HouseProud groups in other areas, including Scotland and Wales. To create and support and share good practice with other local HouseProud groups in the UK, and to coordinate a national strategy.

New Membership Officer

To actively seek new members, develop and maintain new membership promotional material and welcome packs, to send welcome emails, and manage the integrity of the membership list.

Research & Policy Officer

A housing policy specialist who advises the Management Committee on current housing issues, seeks out research opportunities, drafts responses to White Papers, and oversees any research that HouseProud may carry out.

Black and Minority Ethnic (BAME) Officer

To develop our BAME Strategy and increase our BAME membership.

Transgender Officer

To develop our Transgender Strategy and increase our Transgender and Non-Binary membership.

Young Members' Officer

To develop our Young Members' Strategy and increase our young people's membership.

Non-Management Committee Posts

Social Media Officer

To work with the Communications & Press Officer to maximise and maintain our social media presence on Twitter, Instagram and LinkedIn and any other relevant services.

3.4 Elections

The current Administrative Officer will manage the election process. Elections will be held annually for the Management Committee posts in December. If more than one nomination is received for a position, we will invite members to vote electronically.

The results of the election will be announced in December and the exiting Committee will handover to the new Committee with the new Committee starting their term from 1st January.

In the event of the elections being delayed due to exceptional circumstances, then an online vote will be organised without delay and the consequent term cut short to bring the date of elections back to December.

3.5 Nominations

Any HouseProud General Member may nominate themselves for a Management Committee post when the Administrative Officer opens the two week nomination period.

For Management Committee posts, nominations should be made via email to the Administrative Officer at the HouseProud email address stating the post being applied for and the reason for applying in no more than 250 words by the specified deadline. Attached to the nomination should be the commitment that the candidate will attend 75% of the Management Committee meetings and HouseProud events.

Both Management Committee and Non-Management Committee post holders will be asked to provide a photograph for use on HouseProud's website and other communication channels.

3.6 Voting

If more than one person applies for a specific Management Committee post then an electronic vote will be held. Only HouseProud General Members will be able to vote, and we will not take proxy votes.

3.7 Effectiveness

The Management Committee will review the Terms of Reference, Management Committee posts and Non-Management Committee posts annually. The outgoing Management Committee will also recommend goals for the year and these will be reviewed by the incoming Management Committee and reported on throughout the year.

3.8 Chairing

The Co-Chairs will decide who chairs the Management Committee meetings.

3.9 Quorum

The Management Committee will have a quorum of six.

3.10 Data

HouseProud maintains a password protected cloud-based membership list containing names, employer, job title and email address. Members are deleted from the membership list when email contact bounces back citing the person cannot be found i.e., they have left their organisation. Members are asked as part of the annual members survey if they wish to remain on the membership list or wish to move between General membership or Affiliate membership.

3.11 Schedule of Events

A schedule of events and Management Committee meetings will be proposed at the beginning of each new Management Committee term. Management Committee meetings dates will be published on the website.

3.12 Annual Co-Chair Review

An annual review detailing the activities of HouseProud for the last year, priorities for the year ahead and opportunities for involvement will be emailed to all HouseProud members. The review will be published on the website and other communication channels as appropriate.

4.0 Engagement with General and Affiliate Members

The Management Committee will engage with members through a variety of means including but not limited to: breakfast briefings, network events, email communication, conferences and social events. Communication will be via the HouseProud email and other social networks.

The **website** will be kept up to date with news and views.

A '**Contact Us**' form is provided on the website for any suggestions or concerns members wish to raise with the Management Committee.

The Management Committee will carry out an **annual members survey** of all members to provide an opportunity to share their views on the past year and what they would like to see for the year ahead.

An **annual members meeting** will be held to engage with members about the successes and challenges during the year, plans for the future and suggestions from members for the year ahead alongside the annual members survey results.

5.0 Funding

HouseProud is a voluntary body which does not have an income. As such, HouseProud will seek event sponsorship from organisations within or associated with the sector. A list of sponsors will be included within the annual Co-Chair review.

Version Control		
Version	Date	Updated by
Version 1	2014	Original ToR
Version 2	June 2015	HouseProud Committee
Version 3	July 2016	Cressida Stanley-Williams, Administration Officer (organisational updates)
Version 4	November 2017	Cressida Stanley-Williams, Membership Officer (organisational updates)
Version 5	May 2018	Lynne Nicholls, Co-Chair and Kevan Forde, Co-Chair
Version 6	September 2019	Cressida Stanley-Williams, Co-Chair via full review in the Management Committee and Clarion Compliance for review of governance.
Version 7	April 2020	Cressida Stanley-Williams, Co-Chair; updated Management Committee membership regarding allies and Co-chair gender statement.
Version 8	November 2021	Anna Kear, Co-Chair; clarified that observers may be invited to attend Management Committee meetings, but only elected Management Committee Members will be eligible to vote