



CHILMINGTON MANAGEMENT  
ORGANISATION

# **Resident Director Trustee Application Pack**

## **Important Information**

This Application Pack is for residents living within Chilmington Green and who pay a rent charge. It provides information and details about becoming the Resident Director Trustee on the Chilmington Management Organisation Board.

If you do **NOT** live at Chilmington Green, you are unable to apply for this position. To apply for the position you must be a resident at Chilmington Green AND a CMO Resident Member.

If you are unsure about your membership status, or need to amend the member within your household to enable you to apply, please email [hello@cmo.org.uk](mailto:hello@cmo.org.uk).

**The deadline for submissions to this voluntary role is 31<sup>st</sup> January 2022.**

The CMO is a charity which values equality and diversity across all areas of its business. This appointment will therefore follow the policy which relates and invites applicants from all resident members in our community.

### **Background Information**

The Chilmington Management Organisation (CMO) was set up in August 2019 with a board of Director Trustees (called Directors from thereon in) consisting of developer nominations, local authority nominations and community representation. As residents of Chilmington Green, the CMO is your management company and so much more!

The CMO is a Charity and a company ltd by guarantee. It plays an important role in caring for and nurturing the creation of an active and vibrant community at Chilmington Green.

Chilmington Green is part of the South of Ashford Garden Community, which has received garden community status from the government, meaning it aims to achieve high standards of living for those who reside there in terms of built quality of the homes and infrastructure and for the care and maintenance of community assets into the long term.

The CMO will adopt, own and manage all the community assets at Chilmington Green (apart from schools and highways). . CMO Income is generated from receipt of the rent charge, supplemented by Developer contributions in the early years until Commercial assets are handed over to the CMO to provide a further source of income. CMO Directors are responsible for the effective management of the CMO's finances.

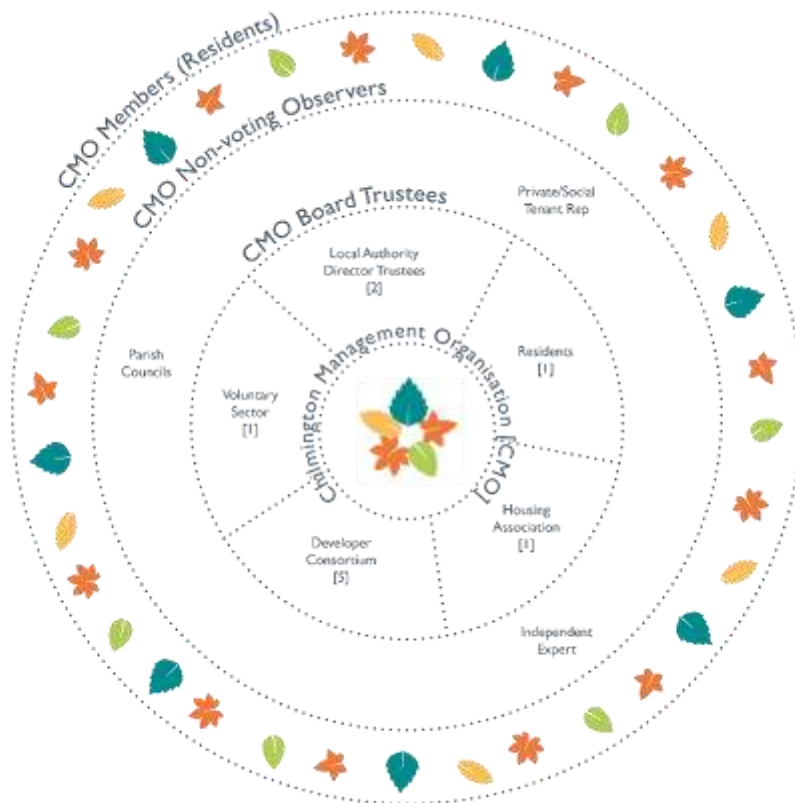
As a charity, the CMO will be able to apply for grants.

### **Board Structure**

The board has been carefully constructed to enable a growing level of resident participation throughout the build out of Chilmington Green, which is anticipated to

take 20-30 years. Resident ownership and participation is at the heart of the long term ambitions for the CMO.

The Board structure is set out diagrammatically below and further information can be found in the Resident Information Pack which can be found at [www.cmo.org.uk](http://www.cmo.org.uk) (in the downloads section).



Essentially, for each of the four phases of development, one resident director trustee is added to the board, meaning by the end of construction, five resident directors will be in place. The developers have 50% of any board decisions and the other parties the other 50% (local authority, community representative, housing association and of course, the residents). It is essential that all Board Directors work with respect towards each other regardless of their nomination route to provide the best outcome for the CMO and the residents of Chilmington Green.

The board has the right to decide when the first resident director should be appointed and has agreed that this should happen early on in the development of the CMO to ensure resident engagement is high and that resident views are taken into consideration. This is therefore your opportunity to get involved.

Over the next few sections of this Pack, we have provided some detail and insight as to what involvement will look like, the skills the board requires and the minimum time commitment needed.

## **Current Position & The Year Ahead**

Since April of 2021, we have stepped up our activity on site through resident-director surgeries, holding the AGM's, regular newsletters and more recently, engaging with residents about the set-up of a community grants fund. The CMO website is also kept up to date with regular developments and news. More community development activities and programmes are planned for 2022/23.

A resident director will be key to supporting the community engagement agenda to help shape the 'resident voice'.

We hope the CMO will soon take on the first areas of landscaping and planting from the developers. RMG, our appointed estate management company partner, will be tendering for local companies to carry out the maintenance on the CMO's behalf. The first asset to come over is likely to be the pond at The Hamlet, provided by Jarvis Homes.

Previously agreed planning permissions require the first stage of consultation for the play space, due to be built and opened by the occupation of the 250<sup>th</sup> home, to be undertaken this year and we want to hear from residents what they want this play space to look like and what facilities are needed. It will be situated behind the community cabin and therefore a great location, providing an early hub for community activity and a fabulous place for residents to meet. The responsibility for providing the play space is the developers, who then pass it on to the CMO. It is vital therefore that the CMO works with the developer on this important community project, and we would envisage the Resident Director playing a key role in forming this link.

The first primary school is now open on site and we are working with the headteacher and her team to deliver community projects in partnership in 2022. We are keen to build strong links with Stour Academy Trust and the community.

Finally, a community development programme has been approved by the board, which will build on previous projects, including a Placemaking Sprint which will be delivered in partnership with the Borough Council. The aim is to deliver a series of community programmes, events and activities over about an eight month period which engage residents. . Engagement with and involvement of residents is at the heart of the CMO's activity and programming and this Sprint will inform further programming later in 2022.

With circa 200 homes (broadly 350-400 residents) occupied at the four sites; Chilmington Gate, Chilmington Lakes, Brisley Farm and The Hamlet, and more expected over the coming months, the Board feels that now is the time to look to

recruit a resident director who can help the CMO move to the next stage of its development.

### **Being a CMO Resident Director Trustee – Is This The Right Position For You?**

The resident director will be one of eight directors, working together to safeguard the future of the CMO and ensure it is meeting all its legal and charitable obligations and commitments. Each director has an individual, personal liability to ensure that decisions made are in the best interest of the charity and to ensure the CMO operates effectively (please see the Charities Commission website for general information about being a director trustee of a charity). The Board is responsible for ensuring the delivery of the business plan and plays a vital role in ensuring the success of the CMO as the stewardship body for Chilmington Green.

It is recommended that before applying for this position that you read the Articles of Association which are appended to this Pack.

The Board currently meets quarterly with additional meetings inbetween for working groups as required. Each board meeting is roughly 2.5 hours long with papers circulated broadly five working days ahead of the meeting. Meetings are currently held virtually (by Teams) but are expected to move to a mix of face to face and virtual in the coming months. The board keeps this under constant review. In November 2021, the board also held a Strategic Away Day to plan for the year ahead and inform the 2022/23 business plan. Some board members have additional responsibilities on the Finance and Risk Committee or for community development, whilst others take a lead on particular projects. Whilst it is the responsibility of every director to listen to the views of residents and act in the best interests of the CMO at all times, it is expected that the **resident director would take on a lead role in resident engagement and representation.**

As this is a new position, the board is keen to shape the role of resident director and its focus on resident engagement, working with the appointed person and the CMO Team. There is therefore scope and flexibility to shape resident engagement over the coming months. It is however expected that the resident director will be a member of the CMO Community Grants Panel alongside the voluntary sector director with responsibility for ensuring that the funding is spent against the set criteria and for reporting back to the Board.

The commitment linked to the Community grants Fun is expected to be fairly light touch in the first year. Applications are invited quarterly and assessed in the same time frame. A further 2-3 hours for a Panel meeting should be expected as well as a further 2-3 hours for assessing applications.

It is a very exciting time to be involved in the CMO!

## **Skills and Experience**

### **a. Essential Skills & Attributes**

- Commitment to the objectives of the CMO
- Ability to present ideas and explain decision making processes as appropriate to a variety of audiences
- Ability to work with and relate to people of various backgrounds and experience
- Willingness to challenge and question
- Integrity and accountability
- Trustworthy
- Ability to navigate a path between acting in the best interests of the CMO and those whom the CMO serves
- Resilience under pressure

### **b. Desirable Skills**

- Knowledge/experience of partnership working
- Working as part of a team
- Managing a charitable organisations in a professional or voluntary capacity
- Working with voluntary and community groups

To complement the 'resident voice' role, the board would value applications from residents with any of the following experience/skills sets;

1. Legal background
2. Marketing, Branding and Communications
3. Computer systems and IT
4. Financial Management

This experience is **NOT** essential however and residents should not be deterred from applying if they do not have the above three skills sets.

Please note that as part of the resident director application, the Board will look to see if residents rent charge deeds are up to date. Where there are unpaid sums, the Board or CEO will contact the applicant to discuss the reasons for this position and take this into account as part of the assessment.

## **The Highlights**

- You **MUST** be a resident of Chilmington Green to apply and you must be a CMO resident member! Time Commitment: Circa six days per annum, including attendance at the AGM and some community events. Some

essential training is required initially and will need to be updated regularly. This will initially form part of a wider induction

- Shadowing from a fellow director will be provided for the first 12 months to support the build up of knowledge and background about the CMO. After the first year, a review will be undertaken between the chair of the Board and the resident director which will enable both the board and individual to assess whether the position is working for them. Either party can walk away at this point
- Duration: Three year term or appointment ends if the resident director moves off the development. A director may be re-elected
- Location: Chilmington Green, Ashford, Kent
- Remuneration: Unremunerated. Reasonable expenses will be reimbursed (with prior approval).
- Confidentiality: to aid open discussions and ensure sound decision making, members of the board are asked to respect the confidentiality of the information and data provided to it. Board meetings are therefore held in a confidential setting and directors are asked to respect this in order to take decisions which are in the interests of the CMO. Confidentiality agreements may be required.

### **How to apply**

To apply, please submit your CV along with a covering letter stating why you wish to join the CMO, how your skills would add value to the board and any other relevant information to [hello@cmo.org.uk](mailto:hello@cmo.org.uk).

For an informal conversation, please contact SallyAnne Logan, CEO or Ben Lockwood, Chair of the board at [hello@cmo.org.uk](mailto:hello@cmo.org.uk) to arrange a convenient time to talk.

### **Application Process**

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| 1. Applications must be received no later than          | 31 <sup>st</sup> January 2022                             |
| 2. Assessment & shortlisting of applications            | w/c 31 <sup>st</sup> January and 7 <sup>th</sup> February |
| 3. Notification of interviews to shortlisted applicants | by 7 <sup>th</sup> February                               |
| 4. Interviews held                                      | w/c 21 <sup>st</sup> February                             |
| 5. Board approve appointment                            | w/c 28 <sup>th</sup> February                             |
| 6. Applicants notified                                  | w/c 7 <sup>th</sup> March                                 |
| 7. Appointment  | w/c 7 <sup>th</sup> March                                 |
| 8. Induction of new board member                        | March-May 2022  |

## **The Assessment of Applications**

The directors and CEO will assess the applications against the criteria in this recruitment pack and use a scoring matrix to support this.

Applications will be assessed free of discrimination and made accessible to all.

Invited applicants will be asked to an interview, the format of which will be communicated as part of the invitation but it is likely that applicants will be presented with a couple of scenarios to see how, as a resident director, they would respond to them.

Please note this appointment is a board decision and their decision is final. Please also be aware that if a suitable candidate is not found, then the board reserve the right to not appoint at this time.

### **Resident Board Director Trustee Post Not For You?**

Of course, being the resident director trustee will not be the only opportunity to get involved in the CMO. We hope that over the coming months that residents may want to help the running of activities, delivering community events or setting up new clubs. So, if you feel that the director post is not for you, but that you feel you would like to be involved in another way, please do get in touch with SallyAnne Logan and her team through [hello@cmo.org.uk](mailto:hello@cmo.org.uk).

### **Recommended Reading;**

1. Visit [www.CMO.org.uk](http://www.CMO.org.uk) and learn more about the board of directors and the ambitions of the CMO
2. The CMO Articles of Association (found on the Resources page of the website)
3. The CMO Resident Information Pack (found on the Resources page of the website)
4. Visit <https://www.ashford.gov.uk/sagc> to find out how the CMO fits into the ongoing delivery of the South of Ashford Garden Community.