



CHILMINGTON MANAGEMENT
ORGANISATION

Resident Director Trustee Application Pack

Important Information

This Application Pack is for residents living within Chilmington Green. 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.

The deadline for submissions to this voluntary role is 1st August 2024.

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.

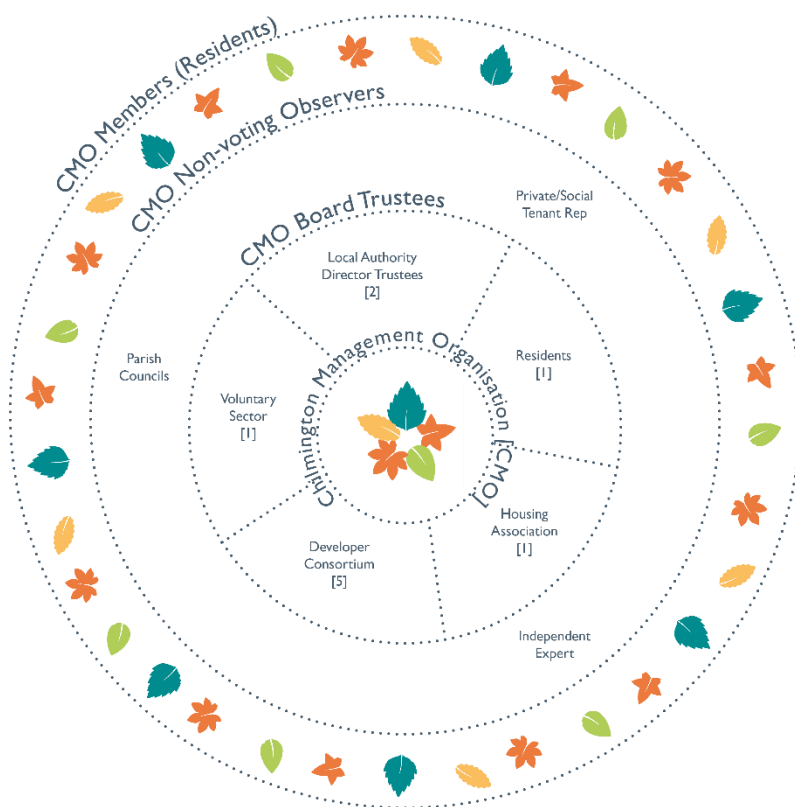
The CMO will adopt, own and manage all the community assets at Chilmington Green (apart from schools and highways). CMO Income is generated from receipt of the rent charge, supplemented by Developer contributions in the early years until commercial assets are handed over to the CMO to provide a further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

As a charity, the CMO is 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 (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.

Resident Director's serve a term of near as possible to three years, standing down or subject to reappointment at the start of the third AGM following appointment. The current term of the first resident director finishes at this year's AGM. This requires the CMO to invite residents to stand as candidates for Resident Director.

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

There has been active building over five sites across Chilmington Green and the CMO are currently maintaining landscaping within the four occupied areas. The opening of the community cabin also provides opportunities to benefit the Chilmington Green community.

Build out of the site has been much slower than anticipated, creating challenges regarding building the community and financial management. In order to achieve the best outcomes for Chilmington Green residents Directors are required to be able to align the aspirations of the CMO with the reality of the business environment. This entails the need for good business knowledge and a desire to provide something more.

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 in-between for working groups and strategic planning as required. Each board meeting is roughly 2.5 hours long with papers circulated broadly five working days ahead of the meeting. 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.**

Skills and Experience

a. Essential 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
- Ability to act under pressure

b. Essential Skills

- Knowledge/experience of working as a trustee
- Working as part of a team
- Managing a charitable organisation, business or other such professional institution in an employed or voluntary capacity
- Working with voluntary and community groups

Please note that as part of the resident director application, the Board will look to see if residents rent charge deed payments are up to date. Where there are unpaid sums on the property, this will exclude you on this occasion from applying to this role. Similarly, any current legal disputes would be seen as conduct detrimental to the interests of the Company, and stop you from being able to be appointed. These actions ensures the Board aligns with its Articles. Please see clauses 21.1.10 and 21.1.9 respectively.

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
- Duration: Three year term or appointment ends if the resident director moves off the development. A director may be re-elected
- 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 board, how your skills would add value to the board and any other relevant information to hello@cmo.org.uk.

For an informal conversation, please contact Maria Hadfield, Interim CEO or Ben Lockwood, Chair of the board at hello@cmo.org.uk to arrange a convenient time to talk.

Application Process

- | | |
|--|-----------------------------|
| 1. Applications must be received no later than | 1 st August 2024 |
| 2. Assessment & shortlisting of applications | w/c 5th August 2024 |
| 3. Applicants notified | 16th August 2024 |
| 4. Appointment | AGM (September 2024) |
| 5. Induction of new board member | Sep/Oct 2024 |

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 reasoning for determination will be provided to all applicants.

Applicants who meet the criteria will be put forward for a CMO member vote to be held at the AGM in September 2024. All applicants will be informed on 16th August 2024 as to whether they are being put forward for the selection vote. Successful applicants will be asked to provide information that can be circulated to residents in advance of the AGM to provide relevant information prior to a Members' vote. The resident director will be appointed on a majority decision by a show of hands at the AGM.

Please note the selection process for this appointment is determined by the CMO board and their decision is final.

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 with 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 the CMO team via email: hello@cmo.org.uk.

Recommended Reading;

1. Visit 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.