

STANDING ORDERS

1. Alderney Housing Association Ltd (AHA) referred to hereafter as 'the Company' shall adhere to the Memorandum and Articles of the Company dated 19 August 2010 and The Companies (Alderney) Law, 1994, as amended.
2. The Board of Directors (the Board) is responsible for ensuring the Company is managed in accordance with its aims and latest business plan.
3. No Director shall receive any payment or other benefit from the Company, other than agreed expenses.
4. The Board shall appoint a Chairman from amongst its number.
5. The Board as set out in its Articles shall consist of not less than three Directors and up to a maximum of seven Directors. The only shareholder member of the Company is Guernsey Housing Association LBG (GHA).
6. The Company or the Directors may appoint an additional Director provided the appointment is not in breach of the Articles of the Company.
7. Three Directors present shall represent a Quorum provided that includes one GHA Director.
8. On a show of hands every Director who is present in person at a meeting shall have one vote. In the case of an equality of votes the Chairman will be entitled to a casting vote in addition to any other vote they may have.
9. A Director may resign or be removed from the Board in accordance with the Articles. Directors are required to retire by rotation after three years of tenure, and shall be re-appointed if they are willing to act.
10. The Board and Chief Executive of the Company shall be primarily responsible for seeing that the Memorandum and Articles of the Company are observed.
11. The Board shall retain the services of an appropriately qualified accountant who shall be responsible for the preparation of annual Financial Statements and audit.
12. The Board shall meet a minimum of four times a year and hold its Annual General Meeting in accordance with the requirements of the Statutes.
13. Reports and minutes for the previous meeting will generally be circulated to the Board at least seven working days in advance of the meeting at which they are presented for approval.

14. At every meeting the minutes of the last meeting shall be agreed and signed by the Chairman as a true and accurate record.
15. The Board shall declare at each meeting any personal interest in matters concerning the Company. A register of interests will be held by the Company Secretary.
16. The Board shall include audit, remuneration and risk on the standing agenda, (ideally to be discussed periodically at different meetings during the year).
17. Executives and the Company Secretary shall withdraw from any part of the board meeting which is discussing their own remuneration, conditions of service, promotion, conduct suspension, dismissal or retirement.
18. The Board shall approve an annually updated Business Plan each year.
19. The AHA Manager and Chief Executive will review all Company Policies and bring forward 5 different Policies to each board meeting on a rolling basis to ensure all policies are seen by the Board. All Policies reviewed will last for 2 years unless operational changes require this to be earlier.

Date approved: June 2021	Date for review: June 2023
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