



Office Bearer Roles

Clydebank Housing Association

At its first meeting after registration of the Association, the Committee will elect the Chairperson of the Association. Thereafter a Chairperson will be appointed on an annual basis at the next scheduled Committee Meeting held after each annual general meeting.

Role of the Chair

The Chairperson is responsible for the leadership of the Committee and ensuring its effectiveness in all aspects of the Committee's role and to ensure that the Committee properly discharges its responsibilities as required by law, the Rules and the standing orders of the Association. The Chairperson will be delegated such powers as is required to allow the Chairperson to properly discharge the responsibilities of the office. Among the responsibilities of the Chairperson are:-

- to ensure the Committee works effectively with the senior staff;
- to maintain an overview of business of the Association
- to finalise the Agenda for each meeting;
- to ensure efficient management of meetings;
- to approve minutes and ensure decisions and actions arising from meetings are implemented;
- to ensure that the standing orders, code of conduct for Committee Members and other relevant policies and procedures affecting the governance of the Association are complied with;
- to ensure that, where necessary, decisions are made under delegated authority for the effective operation of the Association between meetings;
- to ensure that the Committee monitors the use of delegated powers;
- to ensure that the Committee receives professional advice when it is needed;
- to represent the Association at external events from time to time;
- to undertake appraisal of the performance of Committee Members, and to ensure that the senior staff officer's appraisal is carried out in accordance with the agreed policies and procedures of the Association; and
- to oversee the training requirements of Committee Members, and the recruitment and induction of new Committee Members.

The Chairperson must be elected from the Committee Members (excluding co-optees) and must be prepared to act as Chairperson until the end of the next annual general meeting (unless s/he resigns the post). The Chairperson can only be required to resign if a majority of the remaining Committee Members present at a special meeting agree to this.

If the Chairperson is not present at a Committee meeting or is not willing to act, the Committee Members present will elect another Committee Member to be Chairperson for the Committee Meeting. If the Chairperson arrives at the meeting late, s/he will take over as Chairperson of the Committee meeting as soon as the current agenda item is concluded.

If the votes of the Committee Members are divided equally for and against an issue, the Chairperson will have a second and deciding vote.

The Chairperson can resign his/her office in writing to the Secretary and must resign if s/he leaves the Committee or is prevented from standing, for or being elected to the Committee under Rule 43. The Committee will then elect another Committee Member as Chairperson.

The Chairperson can be re-elected but must not hold office continuously for more than five years.

Role Description – Vice Chairman

The Vice Chairman will deputise in all the above matters in the absence of the Chairman.

Role Description - Secretary

1. Presents the Secretary's report at all Management Committee meetings
2. The Secretary shall summon and attend all general meetings of the Association and all meetings of the Committee and keep the Minutes referred to in rule 59.3.2 of the Model (HSA) Scotland Rules.
3. The Secretary will issue all notices together with any relevant reports or papers with regard to the above.
4. The Secretary will prepare and send all returns to be made to the Registrar and to the Scottish Government/Scottish Housing Regulator.
5. The Secretary shall keep the register of members and other registers required to be kept by the Model (HSA) Scotland Rules, have charge of the Seal of the Association, keep all the books of accounts and receive all contributions and other payments due to the Association and pay over the amount so received as the Committee direct.
6. The Secretary shall produce or give up all books, registers, documents and property of the Association in his possession whenever required so to do by a resolution of the Committee or of a general meeting.
7. The Association's Seal shall be kept under the custody of the Secretary and shall be used only under the authority of a resolution of the Committee. The signatures of two committee members and the counter signature of the Secretary shall attest the affixing of the Seal for the time being and recorded in the register kept for that purpose.

8. At the last meeting of the Committee before the annual general meeting, the Secretary shall, to the extent within his/her knowledge, confirm in writing to the Committee that all the requirements of rules 62 to 67 in the Model (HSA) Scotland Rules have been complied with. If they have not been complied with, the Secretary shall report in writing to the Committee the reasons for such non-compliance. The confirmation or report required by the rule shall be recorded in the minutes of the meeting.
9. To authorise disposals and maintain register of same in accordance with SHGN 96/12.
10. To maintain a register of gifts and hospitality.
11. To maintain a register of frauds and attempted frauds
12. Cheque signatory duties

Role Description - Treasurer

- 1) Cheque signatory duties - to sign cheques, scrutinise and approve BACS and other payments in accordance with Finance Procedure Note number 7.
- 2) Chairs the Finance, Staffing & GP Sub-Committee
- 3) Manages the Management Committee's review of, and action related to, the Association's financial responsibilities.
- 4) Works directly with the finance staff or other staff in developing and implementing financial procedures and systems as required
- 5) Monitors and ensures that appropriate financial reports are made available to the Finance, Staffing & General Purposes Sub-Committee and the Management Committee and ensures that they are of a good standard and understood by all