

STOCKWELL GARDENS RESIDENTS' ASSOCIATION

Constitution (2013) - Officers

Duties of the committee

Elected 'Officer' Roles

Chair - (Constitutional role)

- Guides the association to achieve its objectives.
- Chairs meetings and is the spokesperson for the association.
- Prepares agendas with other committee members
- Ensures that the other committee members carry out their allotted tasks.

Vice-chair - (Optional role agreed by Office Holders & members)

Shares the workload with the chair, deputises for the chair in his or her absence

Secretary - (Constitutional role)

- Takes minutes of meetings and circulates afterwards.
- Prints and circulates Agenda
- Arranges the meeting room or hall
- Informs all members of the time, date and place of meetings.
- Writes and receives all correspondence, raises issues during meetings.
- Keeps a membership list, telephone numbers etc.
- Produces a newsletter, with the help of other committee members.

Treasurer - (Constitutional role)

- Opens bank account, sharing responsibility for payments with at least one other Officer.
- Deals with money and bank accounts, keeps receipts & records.
- Keeps committee and general meetings informed of financial situation.
- Draws up annual accounts for AGM with independent check of accounts