



Role Descriptions

(NB: there are five main roles that apply to all meetings of the SPRA including its AGM, General Meetings and Management Committee Meetings).

THE CHAIR

The chair is the person who makes sure things get done – not the person who does everything.

There are three basic jobs the chairperson should do:

- a) guide the association to achieve its aims
- b) chair the meetings of the association
- c) is the main spokesperson representing the views of the membership of the Staines Park Residents Association

Some of the duties of the chair are:

- ❖ know the constitution
- ❖ liaise with the secretary on the agenda and meeting arrangements
- ❖ welcome members and introduce guests
- ❖ ensure fair discussion
- ❖ stop anyone taking over, dominating discussions
- ❖ sum up problems, points, decisions
- ❖ keep order/ensure a chance for all to have their say
- ❖ get through the agenda on time
- ❖ help prepare agendas
- ❖ ensure decisions are carried out
- ❖ formally represents (or nominates a representative of) the Staines Park Residents Association at external meetings/forums

The VICE CHAIR

The Vice Chair will support the Chair in fulfilling their role and deputise for the Chair in their absence

THE SECRETARY

A good Secretary must be reliable and efficient. He/she will pay strict attention to matters of details and ensure prompt replies to letters coming in.

In conjunction with the chair/vice-chair, the Secretary must know the Staines Park Residents Association Constitution inside out.

It is important that the Secretary's name, address and telephone number are well publicised to organisations that want to make contact with the committee.

Before a meeting:

- ❖ an agenda for the meeting should be prepared in consultation with the chair
- ❖ a suitable venue for the meeting should be arranged
- ❖ a notice of the meeting and agenda should be sent to all (Committee) members so that they will receive them in accordance with the timetables set out within the constitution.
- ❖ The Secretary shall send out notice of meeting and agenda to the wider membership of the Staines Park Residents Association in advance of General and Annual General Meetings in conjunction with the database maintained by the Membership Secretary.
- ❖ The Secretary must keep a complete up to date set of minutes
- ❖ Ensure that all correspondence has been dealt with, and when necessary, obtain replies for the next meeting
- ❖ Keep an accurate filing system and in accordance with the Staines Park Residents Association's Data Protection policy and procedures

At the meeting:

- ❖ Keep a record of everyone attending the meeting or collect their signatures in an attendance book. Apologies for absences should also be recorded
- ❖ Ensure that a quorum is present before any business is done
- ❖ Read the minutes of the previous meeting (unless already sent out) and obtain the (vice)chair's signature for the official copy
- ❖ Read out all correspondence received and report any action taken since last meeting
- ❖ Ensure that the chair is supplied with all the necessary papers and information relevant to the meeting

MEMBERSHIP SECRETARY

A good Membership Secretary must be reliable and efficient and keep pace with the membership applications and subscriptions.

He/she will pay strict attention to the Staines Park Residents Association's Data Protection Policy and Procedures.

Some of the duties of the Membership Secretary are to:

- ❖ Compile and maintain membership lists
- ❖ Collects and record receipts of the annual membership fee and liaises with the Treasurer to ensure these are banked
- ❖ Gives information to members of the Staines Park Residents Association
- ❖ Sends an email/letter welcoming new members
- ❖ Types and sends notices of dues
- ❖ At the direction of the Committee, sends newsletters, promotional materials, and other publications to persons on the Staines Park Residents Association's mailing list.

THE TREASURER

The treasurer is appointed to handle the money coming into and going out of the Staines Park Residents Association.

- ❖ The treasurer should keep a clear and accurate book-keeping system and should be able to handle figures
- ❖ The treasurer is responsible for the proper handling of the finance of the organisation, but not the actual raising of money
- ❖ The treasurer will be one of three officers of the Management Committee authorised to draw out money (see Section 10 of the Staines Park Residents Association Constitution for the Finance particulars).

Before the General/Committee meetings:

- ❖ The treasurer should prepare a financial report before each meeting
- ❖ The treasurer should work with the Membership Secretary to check members have paid their subscription
- ❖ The treasurer should ensure all approved bills and expenses are paid

At the General/Committee meetings:

- ❖ The treasurer should present a report of money paid into the account
- ❖ The treasurer should bring all the account books to the meeting so that he/she can answer any questions
- ❖ The treasurer should advise on the amount of money available for the group's work and warn of excess expenditure
- ❖ The treasurer should (where appropriate) collect the membership fees from the membership secretary
- ❖ The treasurer should bank the membership subscriptions and any other donations received

At the Annual General Meeting:

- ❖ The treasurer should prepare a statement for independent audit prior to the AGM
- ❖ The treasurer should present the balance sheet and financial statement at the AGM after they have received the audited accounts