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## ROLES, DUTIES AND AUTHORITY OF OFFICE BEARERS

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**Title:** Roles, Duties and Authority of Office Bearers

**Purpose of Procedure:**

**Section:** Committee

**Date:** June 2018

**Review Date:** June 2021

**Regulatory Standards**

**& Guidance:** Standard 1

- 1.2 The RSL's governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL.

**Reference:** Regulatory Standards & Guidance

**BLAIRTUMMOCK HOUSING ASSOCIATION LIMITED**  
**ROLES, DUTIES AND AUTHORITY OF OFFICE BEARERS**

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## **1.0 ROLE, DUTIES AND AUTHORITY OF CHAIRPERSON**

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Blairtummock Housing Association takes recognition of Scottish Housing Regulator, Regulatory Standard and Guidance 1 - 1.2 which states:

"The RSL's governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL".

### **1.1 Appointment/Resignation/Removal**

The Chairperson shall be elected by the members of the Committee at the first meeting following each Annual General Meeting to hold office until the conclusion of the next Annual General Meeting unless he/she ceases in the meantime to be a Committee Member.

He/she shall be removable from office only by a vote of 2/3 of those members present at a special meeting called for that purpose.

The Chairperson shall resign his/her office by notice in writing if for any reason he/she ceases to be a member of the Committee.

Where the Chairperson resigns or vacates office, the Management Committee shall immediately elect one of their members to be Chairperson in his/her place.

### **1.2 General Remit and Duties**

The Chairperson shall comply with Rule 60 (Financial Guarantee for Officers)

The Chairperson shall endeavour to ensure that the Management Committee fulfils and furthers the aims and objectives of the Association and operates within its Rules and the Law.

The Chairperson shall ensure the proper conduct of Committee Members, review of Committee membership, full and adequate spread of duties, recruitment and training of members and retirement where appropriate.

### **1.3 Calling and Conduct of Meetings**

The Chairperson shall preside at all Management Committees, Annual General and General Meetings. He/she is entitled to ex-officio attendance at all Sub-Committees.

The Chairperson (in conjunction with the Director) shall set the Agenda for, and shall ensure notification of, regular Management Committee Meetings.

The Chairperson shall ensure that the Management Committee have monthly meetings, unless otherwise determined, and, in any event, no less than six times a year.

The Chairperson may call a special meeting of the Management Committee in accordance with Rule 56 of the Association.

The Chairperson shall ensure that meetings are conducted in an orderly fashion and that resolutions and amendments are properly put and that procedures under the Rules and policies of the Association are carried out.

Where there is an equality of votes at a meeting, the Chairperson shall have a casting vote. In the event, the Chairperson shall normally cast his/her vote in favour of the status quo.

## **2.0 DELEGATED AUTHORITY**

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The Chairperson has delegated authority from the Management Committee as follows:

### **2.1 Decision Maker**

Interim decisions clearly within policy and established practice subject to ratification at the next Management Committee Meeting.

Interim decisions for emergencies or issues outwith policy and practice which cannot wait for the next meeting of the Committee or a special meeting of the Committee subject to having held a meeting and consulted with the Secretary (or in their absence, two of the Chairpersons of Sub-Committees) and the Director and subject to an immediate report to Committee for ratification.

### **2.2 As Signatory on Behalf of the Association**

Acting as a cheque signatory of the Association within agreed financial control procedures.

Acting as an attesting signatory for all documents to which the Seal of the Association may be affixed, subject to authorisation for use of Seal by Management Committee resolution.

### **2.3 Rules**

The Rules specify that among the responsibilities of the Chairperson are that:

- The Committee works effectively with the senior staff
- An overview of business of the Association is maintained.

### **3.0 ROLES, DUTIES & AUTHORITY OF VICE-CHAIRPERSON**

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The Vice-Chair takes on the duties and authority of the Chairperson only in the absence of the Chairperson through illness or holiday leave.

## **4.0 ROLE, DUTIES AND AUTHORITY OF SECRETARY**

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### **4.1 Appointment/Resignation/Removal**

The Secretary shall be elected by the members of the Committee at the first meeting after each Annual General Meeting to hold office until the conclusion of the next Annual General Meeting unless he/she ceases in the meantime to be a Committee member.

He/she shall be removable from office only by a vote of 2/3 of those members present at a special meeting called for that purpose.

The Secretary may resign his/her office by notice in writing to the Chairperson and shall vacate office for any reason he/she ceases to be a member of the Committee. Where the Secretary resigns or vacates office, the Management Committee shall immediately elect one of their number to be Secretary in his/her place.

### **4.2 General Role and Duties**

The Secretary shall comply with Rule 60 (Financial Guarantees for Officers).

The Secretary shall ensure that proper records are kept of all incoming and outgoing mail. This responsibility will be carried out in conjunction with the Director.

The Secretary shall ensure the mailing of all necessary information to shareholders (annual accounts, reports, etc.)

The Secretary shall, in conjunction with the Director, receive membership applications, and bring these to the attention of the Management Committee.

### **4.3 Secretarial Duties Relating to Meetings of the Association**

The Secretary shall convene all AGMs and Special Meetings in accordance with Rules 20 and 21.

The Secretary shall convene all meetings of the Management Committee, or special meetings of the Management Committee under Rule 56, in conjunction with the Chairperson and Director.

The Secretary shall ensure the taking, circulation and safe-keeping of all Association Minutes in conjunction with the Director.

#### **4.4 Secretarial Duties Relating to Returns and the Keeping of Registers**

The Secretary shall ensure the timeous preparation and submission of all necessary reports and returns to the Financial Conduct Authority and The Scottish Housing Regulator in conjunction with the Director.

The Secretary shall ensure that the following are maintained and in safe custody: Register of Members, Seal Register, Tender Register and Share Books. The Secretary shall ensure the safe custody and proper use of the Seal of the Association. These duties will be carried out in conjunction with the Director.

The Secretary, in conjunction with the Director, shall ensure that all members and persons with an interest in the Association are allowed to inspect the registers and books of the Association in accordance with Rule 81.

The Secretary shall prepare a report on membership for presentation at the Annual General Meeting.

#### **4.5 The Secretary as Secretarial Signatory**

The Secretary will countersign the affixing of the Seal whose use must first be authorised by resolution of the Management Committee.



## **5.0. DELEGATED AUTHORITY AS SIGNATORY**

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- 5.1** The Secretary shall act as cheque signatory of the Association within agreed financial control procedures.

## **6.0 ROLE, DUTIES AND AUTHORITY OF TREASURER**

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### **6.1 Appointment/Resignation/Removal**

The Treasurer shall be elected by the members of the Committee at the first meeting after each Annual General Meeting to hold office until the conclusion of the next Annual General Meeting unless he/she ceases in the meantime to be a Committee member

He/she shall be removable from office only by a vote of 2/3 of those members present at a special meeting called for that purpose.

The Treasurer may resign his/her office by notice in writing to the Chairperson and shall vacate office for any reason he/she ceases to be a member of the Committee. Where the Treasurer resigns or vacates office, the Management Committee shall immediately elect one of their number to be Treasurer in his/her place.

### **6.2 General Role and Duties**

The Treasurer shall comply with Rule 60 (Financial Guarantees for Officers).

### **6.3 The Duties of the Treasurer**

The Treasurer shall ensure that proper books of accounts are maintained and that adequate financial controls operate.

The Treasurer shall ensure that Annual Accounts, in a form meeting statutory requirements, are prepared.

The Treasurer shall discuss with the Auditors the annual management accounts and receive a report on these.

## **7.0 DELEGATED AUTHORITY AS SIGNATORY**

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- 7.1 The Treasurer shall act as cheque signatory of the Association within agreed financial control procedures.