

# WOLVERHAMPTON FEDERATION OF TENANTS ASSOCIATIONS C.I.C

## Role of committee members

This guide will help you to understand the different roles and responsibilities of being a committee member.

### Role of the Chair

#### ***The Chair's role is -***

- To guide the meeting without forcing through your own point of view.
- To draw up the agenda with the Secretary.
- To introduce each agenda item in order to focus the discussion.
- To encourage contributions from all and to ensure that only one person talks at a time.
- To ensure that speakers stay with the item under discussion.
- To keep to time (by appointing a timekeeper if necessary).
- To ensure clear decisions are made and noted before moving on to the next item.
- To ensure all business is completed.
- To know and understand:
  - The constitution
  - The aims and objectives of the organisation
  - The basic financial position
  - The main current issues

### Role of the Vice Chair

#### ***The Vice Chair's role is -***

- To deputise for the Chair and to be responsible for the key tasks of the Chair when the Chair is not available.
- To assist the Chair as required and to work with the Chair to ensure the smooth running of the Company.

### Role of the Secretary

#### ***The Secretary's role is -***

- To draw up the agenda with the Chair and allocate time.
- To brief the Chair on current issues.
- To book the room for the meeting and ensure the layout is appropriate.
- To deal with any correspondence after the meeting.

### Role of the Treasurer

#### ***The Treasurers role is -***

- To maintain records and accounts of the organisation's funds.
- To arrange for the accounts to be audited annually.
- To summarise the accounts at meetings, to update the Board on a regular basis by providing a written summary of income and expenditure.

### Role of the Custodian

#### ***The Custodian's role is -***

- To deputise for the Treasurer and to be responsible for the key tasks of the treasurer when he/she is not available.
- To assist the Treasurer as required and to work with him/her to ensure that correct financial

systems are in place and maintained.

- To meet on a regular basis with the Treasurer to oversee the finances of the organisation and to ensure that all the financial dealing and processes are in the best interests of the organisation.

### **The Role of general committee membersthe Board**

#### ***A Board member's role is -***

- To attend meetings regularly (or send apologies) and contribute to the meetings.
- To be disciplined about your conduct and making decisions.
- To agree to abide by decisions which are democratically made by the meeting (whether you are in agreement or not).
- To recognise how difficult it is to chair a meeting and so assist the Chair in running an efficient and effective meeting.
- When contributing to discussions and decisions, to ensure that you understand the issues as fully as possible rather than making decisions on hearsay or perception.
- To volunteer to undertake duties where possible in order to spread the load over many and not overburden the few.

***Committee members will also need a good understanding of Data Protection and confidentiality.***