

WOLVERHAMPTON FEDERATION OF TENANTS' ASSOCIATIONS C.I.C

Guidance on the roles within Tenants and Residents Associations.

This guide has been composed to clarify each position within a tenants and residents association and how they work together.

Role of the Chair

The key tasks of the Chair:

1. To guide the association in working towards its goals and ensure that the activities of the association fit within the constitution, and to raise issues at meetings to ensure that the aims are met.
2. To co-ordinate the work of Committee members.
3. To draw up the agendas for the meeting with the secretary.
4. To chair the meetings -
 - To guide the meeting without imposing personal opinions
 - To encourage contributions from everyone
 - To ensure only one person talks at a time
 - To ensure that the agenda is kept to
 - To keep to time
 - To ensure clear decisions are made and noted
 - To ensure all the business is completed
5. To ensure that activities and decisions are reported back to the members.
6. To liaise on behalf of the association with relevant individuals and organisations.
7. To represent the wishes of the association.
8. To know and understand the constitution, the aims and the objectives of the association, the financial position and the main current issues.

Role of the Vice Chair

The key tasks of the Vice Chair:

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

Role of the Secretary

The key tasks of the Secretary:

1. To oversee the organisation of meetings for the association, to ensure that meetings are publicised and speakers have been invited.
2. To agree the agendas for meetings with the Chair.
3. To ensure that records are kept of meetings, to include apologies, attendance and decisions made.
4. To ensure that minutes of meetings are distributed to members prior to the meeting with the agenda.
5. To ensure that correspondence is dealt with on behalf of the association and to keep members informed of relevant correspondence.
6. To brief the Chair where necessary.

Role of the Treasurer

The key tasks of the Treasurer:

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

Role of the Custodian

The key tasks of the Custodian:

1. To deputise for the treasurer and to be responsible for the key tasks of the treasurer when he/she is not available.
2. To assist the treasurer as required and to work with him/her to ensure that correct financial systems are in place and maintained.
3. To meet on a regular basis with the treasurer to oversee the finances of the organisation and to ensure that all financial dealings and processes are in the best interests of the organisation.