

Golden Lane Estate Residents Association

Committee Members Roles And Responsibilities

as agreed at Committee Meeting 2 July 2013

CHAIRMAN'S/ DEPUTY CHAIRMAN'S RESPONSIBILITIES	
1.	Represents Association at other meetings.
2.	The Chair does not normally vote, but has a controlling vote when a vote results in a tie. See Section 6 item 7 of the Constitution.
3.	Is a signatory on letters and cheques.
4.	Either the Chairman or Deputy Chairman will need to chair all the association meetings, committee and general meetings, ensuring all agenda items are covered on a timely basis, that all members are encouraged and enabled to contribute as appropriate, and that there is clear agreement as to ownership of and expected timeframe for any actions agreed.
5.	Chairman will introduce speakers at the meetings.
6.	Agrees Agendas for meetings in conjunction with the Committee.
7.	Responds to correspondence with the support of the Secretary.
8.	Represents the association through written and verbal communications e.g. letters, e-mails and phone calls.
9.	Always acts impartially in the best interests of the Association with the authority granted by the Committee and the membership. The Chair can express their own personal views (making clear where this is the case) but is bound to act as the meeting decides.
10.	Ensures that the business of the Association is performed in line with the Constitution.
11.	Oversees work of other Committee members to ensure that work of the Association is carried through and that this is done according to the aims and objectives of the Association and following the agreed decisions taken by the membership.
12.	Assists the Secretary in chasing and escalating issues which are overdue.
13.	Assists the Secretary in liaising with external guests, speakers and groups who are invited to meetings.
14.	Produces an annual report for the AGM – highlighting progress and achievements of the Association over the past year.
15.	If the Chair is unable to attend a meeting then they need to agree with the Deputy Chair to stand-in in advance (where possible).

SECRETARY'S RESPONSIBILITIES

1.	<p>All written Committee business normally goes through the Secretary who will monitor and receive all post and email for the Committee and reply on behalf of the Committee.</p> <p>This will include</p> <ul style="list-style-type: none"> • Carrying out requests from residents agreed at General Meetings regarding queries to the Estate Office or letters to Officers of the City of London, • dealing with correspondence from members of the association, • raising queries with the Resident Services Manager or the Neighbourhood/Area Manager, • dealing with correspondence to and from the Corporation, (e.g. requests for information about the Association, advance information on things like projects, meetings with Corporation officers for things like redecoration projects, receiving papers reporting on the work of the Community & Children's Services Housing Sub-Committee), • writing to the association's Surveyor for technical advice, • dealing with any other correspondence as it arises. <p>The Secretary is responsible to communicate to the Chair and the Committee as appropriate to ensure that all are kept up to date with any relevant information.</p> <p>Additionally the Secretary accepts, and archives where appropriate, copies of any correspondence (both printed and email) sent by other Committee Members.</p>
2.	<p>The Secretary agrees the annual meeting schedule with the Committee in good time before the end of the year, and books and confirms the meetings with either the Sir Ralph Perring Centre, or the Community Centre.</p>
3.	<p><u>Prepare Agendas for General and Committee Meetings</u> by bringing forward from the previous meetings both regular items as well as unresolved items, and then adding to the agenda new items which have been sent to the Secretary since the previous meeting. The Agenda for General Meetings are agreed by the Chair in conjunction with the Committee at the prior Committee meetings.</p>
4.	<p>Prepare minutes (or oversee and finalise if the initial drafting is shared with other Committee members) of Meetings (both Committee and General) as soon as possible after meetings. Distribute drafts to the Committee for review either by e-mail to those Committee members who have an e-mail address, or photocopied to those members who do not have e-mail. Minutes should clearly identify agreed action points including owners of actions and where appropriate target dates or deadlines. Update minutes based on review feedback from Committee members.</p>
5.	<p>Manage distribution of notices and minutes to membership:</p> <ul style="list-style-type: none"> • Prepare photocopies • Fold and count out for each block

	<ul style="list-style-type: none"> • Check in advance (e.g. 1 week before distribution) that Block Volunteers are available to do deliveries • Distribute to all households with the help of Block Volunteers • Liaise with Membership Secretary to ensure non-resident members receive postal or email copies as appropriate.
6.	If the Secretary is unable to attend a meeting then they need to agree a stand-in in advance (where possible).
7.	Keep files up to date on all Association meetings, project files, etc.
8.	Keep and file all agreements made with the City of London Corporation.
9.	Keep the Constitution document up to date by including any of the amendments made at the AGM, and publish updated versions to the Committee, members and City Of London Resident Involvement.
10.	Maintain the History of the Association and liaise with the Membership Secretary to update on the website.
11.	Organize and purchase refreshments for Christmas and AGM meetings, and organize members who will help with serving.
12.	Organize and manage postal ballots.
13.	Keep accurate records of all elections, votes and ballots.
14.	Maintain the list of current Committee members and contact details, and keep the Committee up to date on changes. An updated list should be published to the Committee as soon as possible after any AGM where there are any changes in membership of the Committee.
15.	Publish the list of Committee members (names, blocks and roles only) on the notice board in the Estate Office after each AGM, and liaise with the Membership Secretary to update on the website. This should be done as soon as possible after any AGM where there are changes in membership of the Committee.
16.	Complete and return the annual registration form with the City Of London Resident Involvement.
17.	Sends reminders of meetings – usually 1 week prior.
18.	Keeps track of all outstanding issues and status including action owner. Is responsible for pro-actively identifying overdue actions and assists the Chair in chasing and escalating issues which are overdue.
19.	Is responsible for liaising with external guests, speakers and groups who are invited to meetings.
20.	<p>Organizes Committee members to facilitate meeting rooms for General Meetings. This includes:</p> <ul style="list-style-type: none"> • Pre Meeting: Ensuring the meeting room is unlocked and accessible in advance; Arrange seating; Open/ close windows and turn on heaters as necessary; Liaise with Membership Secretary to ensure signing-in sheets are available and put out. • Post Meeting: Liaise with Membership Secretary to ensure signing-in sheets are collected; Close windows and turn off heaters as necessary; Return seating to original positions if appropriate; Ensure the meeting room is

	locked and the key is returned.
21.	Produces an annual report for the AGM – highlighting progress and achievements of the Association over the past year.
22.	Is a signatory on letters and cheques.
23.	Publish the list of Committee members (names, blocks and roles only) to all relevant City Of London officers (Resident Services Managers, Neighbourhood/Area Manager, Resident Involvement Team). Similarly publish a list (names and roles only) to the Cripplegate Alderman and Common Councilmen. This should be done as soon as possible after any AGM where there are changes in membership of the Committee.

MEMBERSHIP SECRETARY'S RESPONSIBILITIES

1.	When no subscription is taken then keep records of people who decline membership, along with any knowledge of known total number of residences.
2.	If subscriptions are taken then liaise with the Treasurer on subscriptions and subscription renewal.
3.	If subscriptions are taken then keep up to date records of estate resident membership including who are tenants and members who are leaseholders, with the assistance of the Treasurer.
4.	If subscriptions are taken then provide new members with a list of documents they should retain for their own files (e.g. Constitution, info about website).
5.	Maintain the email distribution list including non-resident members and any members who elect to be notified by email.
6.	Liaise with the Secretary on distribution of notices and minutes to the email distribution list.
7.	Maintain the Association presence on the www.goldenlaneestate.org website including publishing Committee member names, meeting dates, and General Meeting minutes once approved at meetings.
8.	Put out signing in sheets for General Meetings, and collect at end of meetings.
9.	Maintain records of General Meeting turnouts.
10.	Posters to be produced and distributed to advertise meetings.

TREASURER'S RESPONSIBILITIES

1.	Responsible for maintaining the Associations Books.
2.	All financial transactions go through the Treasurer.
3.	Responsible for paying expenses on production of receipts.
4.	Responsible for banking all incoming monies, e.g. subscriptions, film donations.
5.	Responsible for producing a financial report at every meeting.
6.	Liaise with the Membership Secretary on membership subscriptions.
7.	Responsible for getting the accounts independently audited each year.

8.	Produces an annual report for the AGM.
9.	Is a signatory on cheques.
10.	Responsible for keeping all receipts.

ALL COMMITTEE MEMBERS' RESPONSIBILITIES	
1.	Arrive early to General Meetings to assist in preparing the meeting rooms, and assist with takedown afterwards. (See details under Secretary responsibilities.)
2.	Only act on behalf of the Association to further its aims and objectives.
3.	Represent the views of the Association as decided by its membership.
4.	Act with good faith in the best interests of the total membership of the Association.
5.	Represent in a balanced way the views expressed by those eligible to vote on an issue and give due notice to the views of those other members who are ineligible to vote on an issue, where this is appropriate
6.	Raise any conflict of interest with the Chair or the Committee as a whole.
7.	When representing a sub-group, the Committee member must make explicit in all relevant communications that this is the case.
8.	Committee members should not give undue weight to their own personal views, when representing on behalf of the Association.
9.	Always attempt to make decisions collectively.
10.	Where decisions or actions have been taken without prior approval from the membership, then these should be validated with the membership as soon as possible, and usually at the next General Meeting.
11.	For the avoidance of doubt Committee members are expected to make clear in all communications with the City Of London that state matters of opinion (as opposed to matters of fact), whether they are acting on a personal basis, or in their capacity as a Committee member.
12.	When authorized to act or communicate on behalf of the Association, members should vet with, or copy to, either the rest of the Committee or the Chair and Secretary (as appropriate), any communications, recommendations and decisions with any external individuals, groups or organizations. When an issue is being discussed over the course of a series of communications then intermediate details that do not change the previously agreed Association's position or stance, do not need to be copied to all, however a summary should be shared on a timely basis with the rest of the Committee.
13.	Take down old posters after General Meetings have been held.
14.	Support the Secretary in taking turns to write meeting minutes (where agreed). Minutes should conform to a standard format, and should clearly identify agreed action points including owners of actions and where appropriate target dates or deadlines.
15.	Monitor for and report on relevant local Planning Applications (Islington and City

	Of London).
16.	Check service charges per block and estate wide versus City Of London statements, including tenants vs leaseholder costs to ensure equal treatment.
17.	Attend and monitor reports from the Children and Community Services Housing Sub-Committee.

BLOCK VOLUNTEER RESPONSIBILITIES

1.	Deliver agendas and minutes to all households in the block.
2.	Develop and maintain contact with residents of the block.
3.	Feedback to the Committee on any block wide concerns or issues.
4.	Encourage residents to attend General Meetings.
5.	Encourage residents to raise issues personally and directly with the Estate Office and to seek Association support for issues of common concern at General Meetings if the former approach does not resolve issues.
6.	Take down old posters after General Meetings have been held.