Chairperson Responsibilities

Every Committee of Management must have an appointed member as Chairperson. The key responsibility of a Chairperson is facilitating the operations of the Committee.

The Chairperson is the leader of the formal meeting, and as such is responsible for maintaining order, conduct of business, ensuring that procedures adopted are correct and for the tone of the meetings.

The duties of the Chairperson include (but are not limited to):

- ✓ Providing coordination, guidance and leadership to ensure the successful functioning of the Committee;
- ✓ Representing the Committee in the public domain;
- ✓ Ensuring the administrative and other tasks from meetings is carried out.

Specifically during meetings the Chairperson is responsible for ensuring:

- ✓ The agenda is followed;
- ✓ Meetings are correctly convened;
- ✓ Motions and amendments are unambiguous and otherwise in order;
- ✓ All members are given the opportunity to speak;
- ✓ A quorum is present for all decisions; and
- ✓ Maintaining order

If the Chairperson is absent from a meeting, the Vice Chairperson will convene the meeting. If the Committee does not have a Vice Chairperson, the Committee may temporarily appoint another of its members as the substitute Chairperson.

The Chairperson may vote on any motion considered by the meeting and in the event of a tied vote, the Chairperson may exercise a second or casting vote.

Vice Chairperson Responsibilities

The Vice Chairperson's role shadows that of the Chairperson. The Vice Chairperson should be able to stand in for the Chairperson at short notice.

Secretary Responsibilities

The key responsibility of a Secretary is the administration of the Committee.

The duties of the Secretary include:

- ✓ Taking and recording minutes of all meetings;
- ✓ Maintaining all records and correspondence;
- ✓ Receiving all incoming correspondence and bringing it to the attention of the Committee;
- ✓ Writing and dispatching all outwards correspondence required by the Committee;
- ✓ Working with the Chairperson to arrange the Annual General Meeting;
- ✓ Keeping Committee members properly informed by sending them notices of meetings, agendas and copies of correspondence, reports, etc. as required & when possible;

- ✓ Liaising with the Chairperson between meetings so that the business of the Committee is attended to and, when necessary, to call extraordinary meetings.

Treasurer Responsibilities

The Treasurer is responsible for keeping the Associations financial records in good order.

The Treasurer's duties include:

- ✓ Maintaining a bank account in the name of the Association;*
- ✓ Recording and banking money received;
- ✓ Paying accounts as authorised by the Committee/Association;
- ✓ Keeping all invoices, receipts, cheque butts, bank statements etc. for audit purposes;
- ✓ Reporting at each Committee meeting current details on bank balances, transactions since the previous report, the Associations current financial position and any other information that the Committee may require; (the monthly template by which this should be presented is illustrated in Figure 1 below)
- ✓ Preparing an annual financial report (based on financial year e.g. (1/11/2015 - 31/10/2016). (The template by which this should be presented is illustrated in Figure 2 below)
- ✓ Reading of Water & Electricity metres on a monthly basis

* Signatories to the account should be the Chairperson, Secretary & Treasurer with any two to sign.

Date/Occurrence	**Income**	**Expenditure**	**Balance**
03 - May			£10,235.15
06 – May (Water)		£34.04	£10,201.11
08 – May (Water – Credit)	£1.28		£10,202.39
11 – May (Toilet Rolls)		£12	£10,190.39
11 – May (Wheels for Wheel Barrows)		£59.46	£10,130.93
11 – May (Repair of lawn mower & strimmer)		£168.22	£9,962.71
12 – May (Cheque which failed to clear)		£34.56	£9,928.15
12 – May (Bank Charges re above)		£6	£9,922.15
12 – May (Reimbursement of above)	£40.56		£9,962.71
12 – May (SAGS)		£137.50	£9,825.21
14 – May (Materials for cleaning toilets)		£15.16	£9,810.05
19 – May (Scottish Power – Credit)	£29.30		£9,839.35
23 – May (Water)		£71.49	£9,767.86
02 – June (Scottish Power)		£11	£9,756.86
		Balance	£9,756.86

Figure 1

Berridale Allotments Year End Report 2015 - 2016

Bank Balance 30 September 2015 - £9,741.57

Income			
Budget Heading	2015	2016	Remarks
1. SAGS/NSAGS			
2. Buildings & Rent	£3,512.00	£2,799.00	
3. Property & Maintenance			
4. Admin & Legal	£10.50		
5. Water		£35.32	
6. Electricity		£47.36	
7. Sundries & Fertilizers	£1,369.65	£2,607.59	
8. Paraffin	£313.94	£156.80	
9. Bedding & Show	£1,775.95	£1,276.77	
10. Honorarium			
11. Miscellaneous	£95.98	£40.56	
Total	£7,078.02	£6,963.40	
Expenditure			
Budget Heading			
1. SAGS/NSAGS	£125.00	£137.50	
2. Buildings & Rent	£298.01	£8.00	
3. Property & Maintenance	£443.47	£343.71	
4. Admin & Legal	£2.92	£424.98	
5. Water	£375.82	£493.12	
6. Electricity	£216.34	£184.76	
7. Sundries & Fertilizers	£1,369.65	£3,004.64	
8. Paraffin		£183.40	
9. Bedding & Show	£612.30	£268.36	£30 not received via Chq
10. Honorarium	£1,050.00	£1,050.00	
11. Miscellaneous	£1,206.51	£120.71	
Total	£5,700.02	£6,219.18	

Figure 2

Responsibilities of Grounds person

- ✓ Secure storage of Paraffin and Fertilizers
- ✓ Cutting and strimming of communal grass areas
- ✓ Application of weed and feed to communal grass areas
- ✓ Application of weed killer on ground adjacent to Association huts
- ✓ Storage and distribution of paraffin, writing up of log book and collection of money for the Treasurer
- ✓ Delivery of fertilizers; store, make up orders as per order sheets, collect money for the Treasurer and issue receipts
- ✓ Responsible for storage of Association tools and materials

Committee Members

All committee members' duties include:

- ✓ Actively participating in Committee activities and business;
- ✓ Managing the facility, including preparation and implementation of management plans, financial plans and business plans, and subsequent reporting against those plans;
- ✓ Regularly attending Committee meetings, and participating in decision making;
- ✓ Bringing to the Committee's attention any problems or issues.