

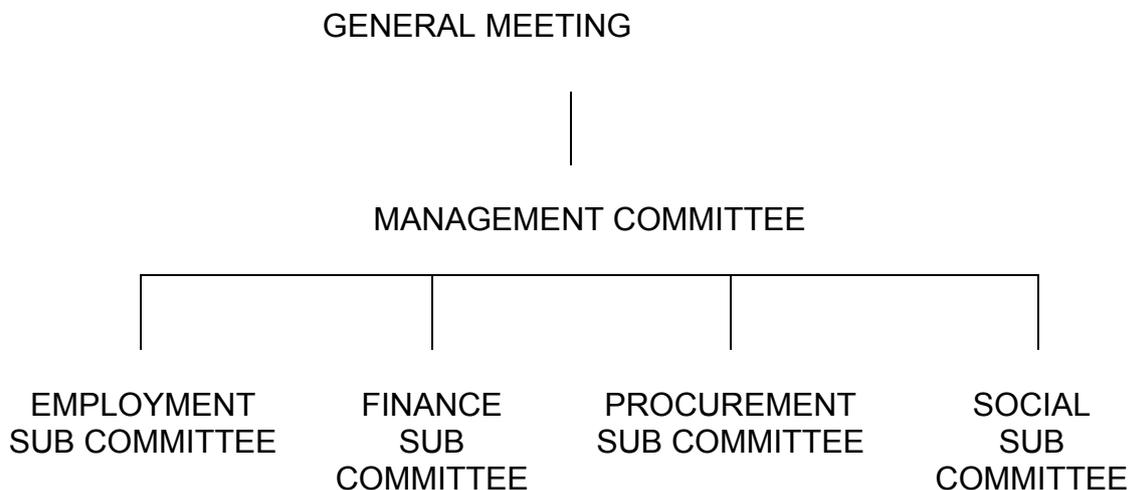
# TWO TOWERS HOUSING CO-OP LTD

## MANAGEMENT COMMITTEE



The Management Committee is made up of no less than 7 members and no more than 20 members of the Co-operative.

Elections to the Management Committee are carried out at the Annual General Meeting and the election of Officers and Sub-Committees are done at the first meeting of the Management Committee.



## Committee Member Roles

### Responsibilities of the Chair

The Chairperson has a strategic role to play in representing the vision and purpose of the organisation. The Chairperson ensures that the management committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

The following duties are the responsibility of the Chair of the *Management Committee*, but in some cases some of these duties may be delegated to other *Management Committee* members. It is the Chair's responsibility to ensure clarity as to who is responsible for ensuring that these duties are carried out:

1. Ensuring the efficient conduct of the *Management Committee's* business and of Two Towers' general meetings.
2. Ensuring through training or co-options that the *Management Committee* has the skills, knowledge and experience to carry out its duties.
3. Ensuring that the *Management Committee* delegates sufficient authority to its sub-committees, *Management Committee* members, members of staff and others to enable the business of the TMO be to carried out effectively between meetings of the *Management Committee* and also ensuring that the *Management Committee* monitors the use of delegated powers.
4. Ensuring that the *Management Committee* receives professional advice when it is needed, either from staff or external sources.
5. Ensuring that all *Management Committee* members are given the opportunity to express their views before any important decision is taken.
6. Ensuring that the TMO complies with the other recommendations of the Code of Conduct, which are appropriate to its circumstances.
7. Taking decisions that are formally delegated to the Chair according to the TMO's standing orders.
8. Representing the TMO at external meetings and to communicate the vision and purpose of the organisation.
9. Being aware of current issues that might affect the organisation.
10. To act as the spokesperson for the TMO to the press and other media, checking all press statements prior to these being released.
11. Establishing a constructive working relationship and ensuring proper support exists, between the *Management Committee* and Two Towers' staff.
12. To ensure that proper arrangements are made to supervise and monitor the activities of the Co-operative Manager.
13. To sit on appointment and grievance panels as appropriate.

## **Responsibilities of the Secretary**

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Management Committee. The Secretary's tasks include:

1. To ensure that all meetings are properly called and minutes kept.
2. That the register of members and officers in maintained.
3. That the appropriate returns are made to the Financial Services Authority.

4. To prepare agendas in consultation with the Chair and Co-operative Manager.
5. To ensure that agendas and any supporting papers are circulated in good time.
6. To receive agenda items from other committee members.
7. To ensure minutes of meetings are circulated to all committee members.
8. To ensure that agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings are circulated in due time.
9. To ensure up-to-date records are kept of committee membership.
10. To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).
11. To ensure that cub committees are meeting on a regular basis.
12. To ensure that a timetable for TMO meetings is drawn up at the start of the year and kept up to date.
13. To ensure that sub committees are putting proposals or policy documents to the Management Committee as required and for approval.
14. To sit on appraisal, recruitment and disciplinary panels as required.

## **Responsibilities of the Treasurer**

The overall role of a treasurer is to manage the financial affairs of the Co-operative, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role is also supported by the Finance Sub Committee. The Treasurer's tasks include:

1. To work with the Co-operative Manager to prepare the annual budget for the next financial year and to propose it to the Management Committee and General Meeting for approval.
2. To ensure that appropriate accounting procedures and controls are in place.
3. To ensure that all the Finance Sub Committee members have adequate training in financial matters to enable them to carry out their work on the sub committee.
4. To play a leading role in the TMO's negotiations with LBS over the Management and Maintenance allowances working with the Committee and the Co-operative Manager.
5. To oversee and present budgets, accounts and financial statements.

6. To keep the budget under regular review and to propose changes during the year.
7. To liaise with the Co-operative Manager about financial matters.
8. To ensure compliance with relevant legislation.
9. To meet with the auditors at the start and finish of each audit and to receive their report.
10. To ensure any recommendations of the auditors are implemented.
11. To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.
12. With the Co-operative Manager monitor the work of the auditors and have information about other suitable firms which can tender for the audit work.
13. To present financial reports to the committee.
14. To make a presentation of the accounts at the annual general meeting (AGM).
15. To advise on the organisation's reserves and investments.
16. To ensure that a secure petty cash float is operated.
17. To enable committee members and other members to claim expenses occurred while on TMO business.
18. To chair meetings of the Finance Sub-Committee.
19. To sit on appraisal, recruitment and disciplinary panels as required.