

ST CLEMENTS RESIDENTS' ASSOCIATION (RA)

MANAGEMENT COMMITTEE

www.stclementsbow.co.uk

Job Descriptions for Chair, Treasurer and Secretary*

The Chair's main duties are:

- To organise and chair one meeting per quarter
- To liaise with the Secretary in writing the Agenda
- To work with the Secretary and Treasurer towards the aims of the RA as outlined in our constitution
- To contribute to one newsletter each quarter and liaise with the members for distribution to all residents
- Together with the Secretary and Treasurer, to represent the RA at meetings with representatives from the community and other partners
- To carry out regular admin tasks as and when required with support from the Secretary and Treasurer.

The Secretary's main duties are:

- To liaise with the Chair in writing the agenda for the meetings and keeping minutes
- To organise and maintain the main RA document library, ensuring things are filed in an organised and clear way
- To work with the Chair and Treasurer towards the aims of the RA as outlined in our constitution
- To liaise with the relevant members for all communication needs and distribution of various pieces of information to all residents
- Together with the Chair and Treasurer, to represent the RA at meetings with various stakeholders
- To be actively involved in organising events and fundraising activities
- To carry out regular admin tasks as and when required with support from the Chair and Treasurer.

The Treasurer's main duties are:

- To keep accurate financial records of all income and expenses on a spreadsheet
- To oversee members' subscriptions and remind everyone about their annual contributions
- To present financial reports at each RA meeting
- Liaising with the bank and holding the cheque book as required
- Ensuring the accurate cashing up and banking of monies raised at community events
- Paying agreed expenses to all external suppliers and residents
- Providing and accounting for cash floats at events
- Preparing the annual accounts for external auditors if needed
- Working together with the Chair and Secretary towards the aims of the RA as outlined in our constitution.

- If needed, to represent the RA at meetings with various stakeholders.

***Job description for Deputy Chair to follow**

[ENDS]