

## **Appendix 2**

### **Description of GHAA Roles, Duties and Responsibilities**

#### **1. The Chairperson**

A Chairperson of an Association is usually elected annually and their duties will not only include taking the chair at meetings, but also seeing to it that the affairs of the Association are being properly conducted, in the best interests of the members. The best Chairperson therefore is someone who is willing to work hard and conscientiously in the best interest of their fellow members. And can inspire others to do the same. If you add to these attributes, tact, patience, impartiality, resourcefulness, firmness and courtesy, and can find someone who combines them all, you should have a really good Chairperson.

#### **Duties of a Chairperson**

A new Chairperson usually takes over at the end of the Annual General Meeting when they are elected, but they may be asked to take over when the election of Officers has been completed.

Apart from taking the chair at meetings the Chairperson must at all times keep in touch with the other Officers and ensure that the Associations rules and objectives are being followed. They should always keep in mind the interest of the members and should be prepared to initiate changes in policy to meet changing circumstances.

#### **2. The Secretary**

The office of Secretary with any association must always be an important one. Whilst the Chairperson is looked to for leadership, it is the Secretary that is expected to carry out the decisions of the committee, and between General Meetings or Committee Meetings.

A good Secretary must be a good administrator and a capable correspondent. They should have sufficient time to meet the duties of his office, for it is important that correspondence and other matters should be dealt with promptly.

#### **Duties and Responsibilities**

The first duty of a Secretary appointed to a newly formed association would probably be to call a meeting of the committee. An up-to-date list of the names and addresses of all the officers and committee members should be kept. Notices should be posted calling for the committee meetings.

Before the meeting assembles the Secretary should have prepared an agenda, in consultation with the Chairperson. It is also their business to maintain a minute book, in which the Minutes of the meetings are recorded, attendance at the meetings should also be recorded.

After the meeting, as soon as the decisions taken have been recorded in the minutes book, the Secretary must implement those decisions as soon as is possible, it may be found that replies to letters may not be received before the next meeting.

### **3. The Treasurer**

The Treasurers duty is to be responsible for the Associations finances, to ensure that money is only spent as directed by the committee. They should be a person used to figures and keeping accounts. Integrity and method are attributes essential in the Treasurer of an allotment or garden association. They does not need to be a financial wizard as there is usually little money to invest, but they should maintain a keen interest in the financial affairs of the association and if they sees that funds are getting low, should suggest ways of increasing income.

#### Duties

The Treasurer should take charge of all monies paid to the association and pay all bills, preferably by cheque. To do this they should open a bank account in the name of the association, if this has not already been done. It is the Treasurers business to see that the Secretary has sufficient petty cash to meet incidental expenses, such as stamps and stationery (or pay their expenses).

Before each Annual General Meeting it is the treasurer's duty to prepare an account of receipts and payments for the year which will have just ended. This account should show comparative figures for the preceding year, so that the members can see how things are going financially with all the Associations activities. If an association has a sizeable turnover and owns accounts, one to be known as a profit and loss account and the other as a balance sheet.

### **4. Recommended Committee Member Roles**

- Plot Coordinator: Waiting list management, introducing new plot holders, reporting plot issues (such as non-cultivation) to the Council.
- Events Coordinator: Promotion of the allotment site, coordination of onsite events
- Maintenance & Security Coordinator: Reporting maintenance and security issues to the Council.