



Officer and committee roles

Introduction

A tenant association committee is usually made up of a Chair, Secretary, Treasurer and several other committee members. To meet criteria set out by the Tenant Participation Unit a group must have a minimum of six people on its committee.

Role of Chair

The main and most obvious duty of the chairperson is to chair the meetings of the association. During a meeting the chair should:

- introduce any guest speakers
- introduce each agenda item and provide any relevant background information
- encourage the meeting to make decisions
- ensure that the meeting stays on track and finishes on time
- allow everyone who wishes to speak to do so (time permitting)

Other duties carried out by the chair include:

- preparing the agenda (usually with the Secretary) for meetings
- attending other meetings on behalf of the association
- guiding the group to meet its aims

Role of Secretary

The Secretary is usually the main contact of the association. The main duties of the Secretary include:

- taking minutes of meetings and ensuring everyone receives a copy
- informing the committee about correspondence sent to and from the group
- writing and receiving letters on behalf of the group
- preparing the agenda (usually with the Chair) for meetings

Role of Treasurer

The Treasurer looks after the association's funds. The main duties of the Treasurer include:

- opening a bank account (with other committee members) in the name of the association
- applying for grants on behalf of the association
- paying any bills incurred by the association
- keeping a written record of money received and money spent
- reimbursing committee members' expenses
- keeping petty cash
- preparing statements for the Annual General Meeting

Deputy Positions

Some committees decide to have a deputy Chair, Secretary and Treasurer. The duties of deputy officers are to:

- support and assist
- stand in when necessary

Committee Members

Ordinary committee members:

- Attend association meetings
- Take part in decision making
- Help with tasks, such as delivery of leaflets, making refreshments etc.

Other Officer Roles

Some groups decide to elect other officers to carry out specific roles. This often depends on the size of the committee and the activity of the association. Other officers may include:

- Fundraiser** - responsible for raising money for the association
- Publicity Co-ordinator** - responsible for the groups publicity
- Social Secretary** - responsible for organising any social events

Please note

Employees and their immediate family who work for Manchester Housing on the estate where they live e.g. resident caretakers, cannot hold officer positions in a group i.e. Chair, Secretary, Treasurer. However they are expected to support the aims of the group through their work and are able to participate as ordinary members of the group and be elected as committee members.