



WILLIAMSBURGH

HOUSING ASSOCIATION LTD

Secretary's Role Description

Role Description for Secretary of Williamsburgh Housing Association

The rules of the Association require a secretary to be appointed and, in addition, list various items to which the secretary should attend.

The Secretary should be familiar with the rules and the duties contained there within.

The Secretary's duties include the following

- calling and going to all meetings of the Association and all the Committee Meetings;
- keeping the minutes for all meetings of the Association and Committee;
- sending out letters, notices calling meetings and relevant documents to Members before a meeting;
- preparing and sending all the necessary reports to the Financial Conduct Authority and The Scottish Housing Regulator;
- ensuring compliance with the Rules;
- keeping the Register of Members and other registers required under the Rules; and
- supervision of the Association's seal.

The Secretary must produce or give up all the Association's books, registers, documents and property whenever requested by a resolution of the Committee, or of a general meeting.

At the last meeting of the Committee before the Annual General Meeting, the secretary shall, to the extent within his/her knowledge, confirm in writing to the Committee that all the requirements of rules 62 to 67 have been complied with or if they have not been complied with, the secretary shall report in writing to the Committee the reason for such non-compliance. The confirmation or report required by this rule shall be recorded in the minutes of the meeting.

It is the responsibility of the secretary to ensure that specified and other duties are carried out in the correct manner and within any necessary time limits.

In circumstances where the secretary is unavailable to carry out his/her functions, the committee or in cases of emergency, the chairperson, may appoint any employee or committee member to carry out the secretary's functions until such times as the secretary is able or available to recommence his/her duties.

The Secretary's role will be carried out by the Chief Executive

Monitoring and Review

This role description was approved by the Management Committee on 30th September 2020. It will be reviewed not later than 30th September 2021.