

Chairperson

A Chairperson will be appointed on an annual basis at the next scheduled Committee Meeting held after each annual general meeting.

Role of the Chair

The Chairperson is responsible for the leadership of the Committee and ensuring its effectiveness in all aspects of the Committee's role and to ensure that the Committee properly discharges its responsibilities as required by law, the Rules and the standing orders of the Association. The Chairperson will be delegated such powers as is required to allow the Chairperson to properly discharge the responsibilities of the office. Among the responsibilities of the Chairperson are:-

- to ensure the Committee works effectively with the senior staff;
- to maintain an overview of business of the Association
- to finalise the Agenda for each meeting;
- to ensure efficient management of meetings;
- to approve minutes and ensure decisions and actions arising from meetings are implemented;
- to ensure that the standing orders, code of conduct for Committee Members and other relevant policies and procedures affecting the governance of the Association are complied with;
- to ensure that, where necessary, decisions are made under delegated authority for the effective operation of the Association between meetings;
- to ensure that the Committee monitors the use of delegated powers;
- to ensure that the Committee receives professional advice when it is needed;
- to represent the Association at external events from time to time;
- to undertake appraisal of the performance of Committee Members, and to ensure that the senior staff officer's appraisal is carried out in accordance with the agreed policies and procedures of the Association; and
- to oversee the training requirements of Committee Members, and the recruitment and induction of new Committee Members.

The Chairperson must be elected from the Committee Members (excluding co-optees) and must be prepared to act as Chairperson until the end of the next annual general meeting (unless s/he resigns the post). The Chairperson can only be required to resign if a majority of the remaining Committee Members present at a special meeting agree to this.

If the Chairperson is not present at a Committee meeting or is not willing to act, the Committee Members present will elect another Committee Member to be Chairperson for

the Committee Meeting. If the Chairperson arrives at the meeting late, s/he will take over as Chairperson of the Committee meeting as soon as the current agenda item is concluded.

If the votes of the Committee Members are divided equally for and against an issue, the Chairperson will have a second and deciding vote.

The Chairperson can resign his/her office in writing to the Secretary and must resign if s/he leaves the Committee or is prevented from standing, for or being elected to the Committee under Rule 43. The Committee will then elect another Committee Member as Chairperson.

The Chairperson can be re-elected but must not hold office continuously for more than five years.

Vice Chairperson

The Vice Chairman will deputise in all the above matters in the absence of the Chairman.

Secretary

The Secretary's duties include the following (these duties can be delegated to an appropriate employee with the Secretary assuming responsibility for ensuring that they are carried out in an effective manner):

- 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 these Rules;
- keeping the Register of Members and other registers required under these Rules;
- 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.

The Association's Seal shall be kept under the custody of the Secretary and shall be used only under the authority of a resolution of the Committee. The signatures of two committee members and the counter signature of the Secretary shall attest the affixing of the Seal for the time being and recorded in the register kept for that purpose.