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<b>Policy:</b>	<b>Management Committee and Office Bearers Remits</b>
<b>Legal Requirements:</b>	There are no legal requirements applicable to this policy.
<b>Regulatory Standards:</b>	<p>The Scottish Housing Regulator has set out Regulatory Standards for all Registered Social Landlords (RSLs) to ensure that RSLs deliver good outcomes and services for its tenants and service users through good governance and financial management.</p> <p>This policy evidences that the following Regulatory Standards are being met:</p> <p>Standard 1: The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.</p> <p>Standard 4. The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.</p> <p>Standard 5: The RSL conducts its affairs with honesty and integrity.</p>
<b>Equality and Diversity:</b>	<p>The Association is committed to Equal Opportunities and will endeavour to ensure that all services are carried out in an undiscriminating manner in line with the Association's Equality and Diversity Policy.</p> <p>In particular, the Association will not discriminate on the grounds of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, gender reassignment or sexual orientation.</p>
<b>Complaints:</b>	Although the Association is committed to providing high levels of service, we accept that there may be occasions where customers may not be satisfied with the service they have received. The Association values all complaints and uses this information to improve the services that it provides. The Association's Complaints Policy describes our complaints handling procedure and how to make a complaint.
<b>General Data Protection Regulation (GDPR):</b>	The Association will treat all customers' personal data in line with its obligations under the current data protection regulations and our Privacy Policy. Information regarding how data will be used and the basis for processing data is provided in the Association's Fair Processing Notice.
<b>Policy Author:</b>	Christopher J. Forrest
<b>Policy Review:</b>	In order to ensure that any change in circumstances is accommodated this policy will be subject to review every five years in the month of November.
<b>Policy Approval:</b>	This policy was last reviewed / approved by the Management Committee of Yoker Housing Association Limited at its meeting held on Thursday the 26th of November 2020.



MANAGEMENT COMMITTEE AND OFFICE BEARERS REMITS

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**Statement of Policy Aims / Principles**

The Management Committee of Yoker Housing Association Limited is responsible for ensuring that the Association carries out its affairs within the constitutional and legal framework of a Registered Social Landlord (RSL).

5 In order to achieve this end, the remit of both the Management Committee and its Office Bearers is stated clearly within this policy document to ensure clarity, objectivity and accountability in the running of the Association's affairs.

**Management Committee Remit**

Ensure that the Association complies with all statutory and regulatory registration criteria, funding conditions and performance standards.

10 Ensure that the Association conducts its activities to the highest standards and in a manner which is open and accountable to the Association's members, tenants and other service users.

Ensure that decisions are taken in the best interests of the Association, taking into account the interests of members, tenants and other service users.

Ensure that the Association demonstrates a clear commitment to equal opportunities for all sections of the community.

15 Ensure that the policies and procedures of the Association and the remits of the office bearers and any sub-committees are clearly defined and regularly reviewed to ensure that they continue to meet the Association's aims and objectives.

Adopt an appeals procedure with clear lines of authority and responsibility and control.

Adopt a clear strategy via the Association's Business Plan.

Ensure that the Association's structure and cycle of meetings is appropriate to achieve current objectives.

20 Adopt and monitoring of a code of conduct for Committee and Staff.

Delegate business as appropriate.

Accept applications for membership of the Association and authorise use of the Association's Seal by the Secretary.

Elect a Chairperson, and Secretary at the first meeting after the Annual General Meeting.

**Office Bearers**

Chairperson

25 The Chairperson is elected by the Management Committee from among its membership after each Annual General Meeting to serve until the next Annual General Meeting in terms of Rule 55.

The general role of the Chairperson is to uphold the Rules and Constitution of the Association, to defend the rights of the membership, to act as the main spokesperson and representative of the Association and to sign official documents.

The Chairperson has a major role in relation to the conduct of meetings of the Management Committee.

30 In relation to the Management Committee, the Chairperson's role is:

- to preserve order and ensure each member has a fair hearing;
- to ensure that no member may speak more than once on any motion until certain every member has had an opportunity to speak;
- to impose a time limit on any business;
- to determine the order in which members may speak;
- 35 • to rule on any point of order;
- to ensure that proceedings operate within the standing orders;
- to ensure that time is spent on items of significance rather than managerial minutiae; and
- to allow or otherwise the discussion of items not on the agenda for any particular meeting.



MANAGEMENT COMMITTEE AND OFFICE BEARERS REMITS

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**Office Bearers** (Continued)

Chairperson (Continued)

The Chairperson may speak to any particular motion. However, where challenged he or she may be required to leave the Chair until the matter has been dealt with.

5 The Chairperson has, in addition to his or her own vote, a casting vote in the event of a tie. Convention is that casting votes should be cast in favour of maintaining the status quo.

The Chairperson is an automatic member of every sub-committee.

10 The Chairperson has power in an emergency situation to take decisions subject to reporting to the first meeting thereafter. If in the view of the Chairperson the matter in question is of major importance to the Association, the decision shall be referred to an emergency Committee comprising those office bearers who are available within the required timescale. Any such decision shall be reported to the first meeting thereafter for ratification.

The Chairperson has power in an emergency situation to interpret the delegated authority functions of a sub-committee.

Rules currently specify that the Chairperson cannot hold office for more than five consecutive Annual General Meetings.

Secretary

15 The Secretary is elected by the Management Committee at the first meeting following the Annual General Meeting and will normally be a member of the Management Committee.

The general role of the Secretary is to ensure that the work of the Management Committee is properly conducted.

The specific duties of the Secretary are as under noted. Most of these duties are delegated to staff. Delegated duties are noted with an asterisk.

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- call meetings \*
  - prepare agendas \*
  - keep minutes \*
  - maintain records such as register of members, seal register etc. \*
  - sign documents on behalf of the Association

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  - take charge of the Seal \*
  - issue share certificates to new members \*
  - ensure that statutory returns are made to appropriate bodies \*

The Secretary is automatically a member of each standing sub-committee.

The Secretary has authority in an emergency situation to take decisions subject to reporting to the first meeting thereafter.

30 Sub-committees

The chairperson of a particular sub-committee assumes the role of Chairperson in relation to the proceedings of meetings of that sub-committee.

These duties are as outlined under the remit of the Chairperson.

35 In relation to emergency decisions, should none of the Office Bearers be available, the power to make an emergency decision lies with the chairperson of the appropriate sub-committee.