

4. Role Description for Secretary of Yorkhill Housing Association

1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Secretary of Yorkhill Housing Association. The responsibilities described here are additional to those set out in the Governing Body Members' (GBM) role description. It should also be considered alongside Yorkhill Housing Association's Rules and Standing Orders.
- 1.2 The Association is required by Rule 59.1 of its Rules to appoint a Secretary.
- 1.3 The role of the Secretary will be carried out by an elected Governing Body Member of Yorkhill Housing Association who will be elected by the Governing Body every year at the first meeting following the AGM.
- 1.4 Where appropriate, the Secretary's duties can be delegated to an appropriate employee of Yorkhill Housing Association, with the Secretary assuming responsibility for ensuring that they are carried out in an effective manner.

2. Duties of the Secretary

- 2.1 The duties of the Secretary in accordance with Rule 59.3 include:
 - Calling and attending all Annual General Meetings, Special General Meetings and Governing Body meetings
 - Ensuring minutes are recorded for all Annual General Meetings, Special General Meetings and Governing Body meetings
 - 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 Yorkhill Housing Association's Rules
 - Ensuring appropriate arrangements are in place for maintaining the Register of Members and other Registers required by Yorkhill Housing Association's Rules
 - Supervision of Yorkhill Housing Association's seal
 - Acting as an authorised cheque/bank/document signatory

3. Monitoring and Review

- 3.1 This role description was last reviewed and approved by the Governing Body on 8th October 2021. It will be reviewed by the Governing Body not later than August 2023