



## **MANAGEMENT COMMITTEE REMIT (2017)**

### **1.0 MEMBERSHIP**

The Management Committee shall consist of a maximum of 15 members 14 of whom are elected annually at the Annual General Meeting, or otherwise as agreed, with the remaining member being nominated by Clackmannanshire Council.

### **2.0 ELECTION OF OFFICE BEARERS**

Office Bearers, namely the Chairperson, Vice Chairperson and Treasurer shall be elected at the first meeting of the Committee following the Annual General Meeting. (The duties of Company Secretary will be undertaken by the Association's Director).

### **3.0 ROLE OF THE CHAIRPERSON**

The role of the Chairperson in the preparation of agendas, minutes and reviewing Committee reports is as follows;

#### **3.1 Agenda**

The Chairperson will liaise with the member of staff assigned to service the Committee over the preparation of the Agenda by reviewing and approving the draft agenda. Only once approved can the agenda be issued.

#### **3.2 Committee Papers**

Once the Committee papers have been prepared (and distributed) the Chairperson will make contact with the member of staff assigned to service the Committee to review the reports and documents etc prior to the meeting to ensure that any matters requiring clarification/ explanation can be discussed in advance of the meeting.

#### **3.3 Minutes**

The Chairperson will receive a draft Minute of the Committee meeting from the member of staff assigned to service the Committee for review and approval. Only minutes approved by the Chairperson should be circulated for formal approval by Committee at their next meeting.

### **4.0 QUORUM**

A quorum for a Management Committee meeting will be 4 Members of the Management Committee membership. If a quorum of Members is not present within 15 minutes of the scheduled start of the meeting, the meeting will be postponed until a later date.

### **5.0 MEETINGS**

The Management Committee will meet monthly with a recess in December each year.

Management Committee meetings will last a maximum of 2.5 hours. Any business remaining at the conclusion of the meeting shall be held over until another meeting unless the majority of the Committee agree to suspend the standing orders and continue with the meeting.

## **6.0 PRINCIPAL DUTIES**

### **5.1 General**

In addition to the powers included in the Association's Rules the Management Committee is responsible for:

- ✓ Ensuring that the Association complies with the law; its rules; Scottish Housing Regulator, Financial Conduct Authority and OSCR criteria, guidance, funding conditions and performance standards
- ✓ Ensuring that the Association conducts its activities to the highest standards and in a manner that is open and accountable to the Association's customers
- ✓ Ensuring that the Management Committee has the appropriate range of skills and knowledge to enable it to fulfil all of its functions
- ✓ Ensuring that appropriate policies are in place and regularly monitored and reviewed in order that the Association's strategic objectives are achieved.
- ✓ Determining the Association's strategy (including business and financial objectives), ensuring that it is regularly reviewed and set out in the Corporate Management Plan
- ✓ Monitoring and approving the submission of statutory returns, ensuring deadlines are met
- ✓ Ensuring that decisions are taken in the best interests of the Association, taking into account the views of members and tenants
- ✓ Ensuring that the Association recognises its duty to tenants, applicants and other service users
- ✓ Recommending the appointment of the external auditor to the Annual General Meeting (AGM)
- ✓ Delegating authority to sub-committees and working groups as appropriate and monitoring and reviewing their performance to ensure the effective running of the Association's business
- ✓ Ensuring good practice in respect of equal opportunities throughout the Association's activities
- ✓ Approving applications for membership
- ✓ Approving co-opted members to the Management Committee up to the date of the next AGM
- ✓ Approving the appointment of the Association's solicitors
- ✓ Reviewing the Association's Rules and recommending proposed changes to the membership
- ✓ Homologating the use of the Association's Seal and Disposals in accordance with policy
- ✓ Conducting the final appeal stage of the Association's Complaints Procedure
- ✓ Protecting the Association's assets
- ✓ Monitoring tenant participation to ensure that our legal obligations are being met

### **5.2 Staffing**

The Management Committee is responsible for:

- ✓ Employing staff to carry out the day-to-day work of the Association.

- ✓ Setting and reviewing Conditions of Service, Contracts of Employment and pension fund arrangements.
- ✓ Approving staffing levels and structures including salary levels for new and re graded posts.

### 5.3 Corporate Management

The Management Committee is responsible for:

- ✓ Approving any Service Agreements with other organisations in accordance with the Association's Charitable Rules and monitoring progress to ensure quality and standards are maintained.
- ✓ Approving the arrangements for the Association's Annual General Meeting and any special general meetings, ensuring that all Notices and papers are properly served.
- ✓ Approving, monitoring and reviewing the Association's policies ensuring compliance with regulatory and legal requirements and best practice.

### 5.4 Development

The Management Committee is responsible for:

- ✓ considering new development proposals and for ensuring proper consideration of housing, maintenance and financial aspects in the preparation of detailed designs and funding.
- ✓ approving the design of new projects;
- ✓ "approving development agreements with the Associations approved development partner in relation to the provision of new housing and ensure that the terms and conditions therein are fulfilled.

## 6.0 **SERVICING AND REPORTING**

The Management Committee will be serviced by the Associations Senior Officer who will be responsible for ensuring that reports are prepared and issued in time for the appropriate meeting ie at least 5 days prior to the date of the meeting.

## 7.0 **ASSOCIATED DOCUMENTS**

This remit should be considered in conjunction with the Association's Standing Orders and Delegated Authority where certain aspects of the above are described in more detail.

## 8.0 **REVIEW**

The remit of the Management Committee will be reviewed at least annually.

George Tainsh  
Director

**19<sup>th</sup> September 2017**

Policy Review Consultation Process

**APPROVED BY THE MANAGEMENT COMMITTEE ON 28<sup>th</sup> September 2017**