



## **EXECUTIVE COMMITTEE REMIT (2024)**

### **1.0 INTRODUCTION**

In establishing and reviewing this Committee Remit reference has been made to the Scottish Government's SPFM and On-Board guidance documentation.

Reference has also been made to the various recommended "Role Description" documents covering Board Members and the Chairperson produced by EVH and SFHA.

### **2.0 TERMS OF REFERENCE**

The Executive Committee shall act on behalf of, and report to, the Board of Management.

### **3.0 MEMBERSHIP**

The Executive Committee shall consist of the following Board Members:

Chairperson  
Vice Chairperson  
Treasurer

### **4.0 TENANT REPRESENTATION**

In the event that none of the Office Bearer posts highlighted above are filled by tenants the Executive Committee will be supplemented by the appointment of a tenant representative member. This position will be evaluated and decided upon annually at the Board of Management meeting immediately following the Annual General Meeting

### **5.0 QUORUM**

As a result of the nature of the Executive Committee i.e., to deal with urgent matters as soon as possible a quorum will be 3 Members of those elected as members of the Executive Committee unless:

- ✓ *a substitute Board Member is nominated to attend, on behalf of a Member who is unable to attend the meeting;*
- ✓ *if a quorum of Members is not present within 15 minutes of the scheduled start of the meeting (with no prior knowledge of apologies), the Chairperson can contact any other Board Member and ask them to attend (if it is the Chairperson who has not presented themselves within 15 minutes of the scheduled start of the meeting the Vice Chairperson will contact any other Member and ask them to attend);*

- ✓ *if having contacted all other members of the Board, no additional Board Member is able to attend then the meeting can proceed with the 2 Board Members present.*

Executive Committee meetings will last a maximum of 2 hours.

## **6.0 MEETINGS**

The Executive Committee will meet only in order that business of the Association can be conducted efficiently and effectively, between Board of Management meetings when urgent decisions are required.

## **7.0 PRINCIPAL DUTIES**

The Executive Committee shall have the power, within the governing constitution of the Association, to act upon the Association's behalf.

In particular the Executive Committee will act on behalf of the Board of Management as the Association's;

- ✓ Disciplinary Panel in relation to staff Disciplinary Procedures, where required;
- ✓ Interview Panel in any formal recruitment of new Board Members

The Executive Committee will also identify new issues for the Association to consider.

The Executive Committee will report back, at the earliest opportunity, to the Board of Management on action that it has taken on behalf of the Association.

## **8.0 REVIEW**

The remit of the Executive Committee will be reviewed annually.

Anne Smith  
Chief Executive

5<sup>th</sup> September 2024

### Review Consultation Process

|  |                                 |
|--|---------------------------------|
| Previously Approved by the Board of Management | September 2023                  |
| <b>APPROVED BY THE BOARD OF MANAGEMENT</b>     | 26 <sup>th</sup> September 2024 |
| <b>Date of Next Review</b>                     | <b>September 2025</b>           |