# Roles of Officers of the Association.

## Chair/Site Manager

The Chair is the representative of the plot holders and is to chair meetings and also have an involvement in membership issues.

## Secretary

The Secretary will keep records of all meetings, have charge of books and records (not financial), act as liaison officer with Birmingham City Council Allotments Department and should be advised of matters affecting the site. The Secretary will also be responsible for rent collections but does not have to collect him/herself.

## Treasurer

The Treasurer will keep records of all financial transactions ensuring accounts are correct and available to Management Committee and members of the Annual General Meeting. The Treasurer will also act as financial adviser in expenditure of Association funds.

## Trustees

Trustees will be appointed at the Annual General Meeting and audit the Association accounts.

## Committee Members

Committee Members are there to ensure a smooth running of the Association.