

Roles of Officers of the Association.

Chairman

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

The Chairman's main role is that of the voice of the plotholder, as well as chairing all meetings. They should be well respected on site thus enabling them to gauge the general feeling of the plotholders.

At meetings they should ensure order is kept, committee members are allowed to put their views across in a civil manner and when a vote is called for, a chairman cannot overrule a majority vote but in the event of a tied vote, they hold the casting vote.

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 notifying plotholders of rent collections but does not have to collect them 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.

The Treasurer is responsible for taking care of Association funds on behalf of its members. This involves handling all monies received, as well as payments made on behalf of the association. The Treasurer should keep accurate accounts, report at each meeting any income/out goings. The Treasurer will also be responsible for rent collection. A Treasurer cannot tell you what you can or can't spend money on. They can advise on suggested expenditure, i.e. whether or not the association can afford to spend the money, but if an agreement has been made to spend the money, they cannot withhold payment. The Treasurer should ensure all bills are paid promptly.

Committee Members

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

A committee member should be interested in the site and its members and should be willing and able to take on tasks in the running of the site.