

Appendix A – Roles and Responsibilities

Chair

- Arrange with the Secretary items to be included on Agendas for all meetings.
- Chair all meetings unless unavailable (appoint Deputy to act as Chair in any absence).
- **Make urgent decisions without referral to the committee; must inform committee of such decisions at next committee meeting.**

Secretary

- Be the focal point of the HRA.
- Deal with any correspondence and communications from residents/members and forward them to the appropriate Committee Member where relevant.
- Maintain the register of membership in conjunction with the Treasurer.
- Prepare Agendas for Committee Meetings, Quarterly General Meetings (QGM) and the Annual General Meeting (AGM).
- Take minutes of those meetings (in the case of committee meetings circulating the unapproved minutes within 7 days of the meeting).
- Book appropriate premises for all meetings if required.
- Arrange speakers for QGMs.
- Ensure that notices for QGMs and AGM are included the local paper and Look Magazine as well as being posted on HRA noticeboards and work with other Committee Members to add to website and social media.
- Ensure Annual Public Liability insurance is renewed.
- Look after property of HRA.
- Be willing to provide home address for postal correspondence and a telephone landline number for contact details.
- Work with committee members to update HRA website with information, articles and other items that the committee deem appropriate.

Treasurer

- Maintain HRA Bank Account(s).
- Banking receipts.
- Collect membership application forms and payments and liaise with Secretary and Membership Secretary about the same.
- Ensure invoices are sent out regarding adverts in the Quarterly Magazine.
- Record payments made.
- Pay Public Liability Insurance renewal, after undertaking research for the best policy.

Planning

- Check for planning applications/decisions for both commercial and residential developments that may impact on the residents of Holland-on-Sea.
- Liaise with District/County Councillor(s) regarding such applications, research and write letters of objects or support.
- Liaise with TDCs Planning Department regarding breaches of Planning Conditions.

Highways & Transport

- Roads, pavements & street signs – ensure any defects are reported to the relevant authority and record such defects.
- Bus and Rail Services – attend meetings that relate to these (virtual and in-person). Provide regular updates as to the decline/improvement in services.
- Attend monthly meetings with County Councillor and TDC representative.
- Monitor TDC Local Highways panel meetings in relation to any scheme affecting Holland-on-Sea and put forward suitable schemes through the District and Council Councillors for inclusion.

Health & Wellbeing

- Health - Be the liaison contact for Surgeries and PPG's who deal with residents in Holland-on-Sea.
- Crime – monitor crime rates and other matters that might impact on the safety of residents.
- Rubbish – report any areas that might be suitable for a 'litter pick' and liaise with the Litter Picking Group. Report Fly tipping to TDC.
- Recreation – Establish Liaison contacts with each and assist with them to publicise their events etc

Membership Secretary

- On receiving current spreadsheet of members from Treasurer, maintain an accurate record of all members by using official email account.
- Issue polite reminders for membership renewal to overdue members.
- In conjunction with the treasurer, collect subscriptions from post-offices regularly.
- Pass all details of membership payments received to the Treasurer.
- Promote HRA membership.