

## Appendix A – Roles and Responsibilities.

Chair - Arrange with the Secretary items to be included on Agendas for all meetings, Chair all Meetings unless unable (appoint a Deputy 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 - to be the focal point of the HRA, deal with any correspondence (including emails) from residents/members and forwarding them to the appropriate Committee Member if necessary, 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 the Minutes of those meetings (in the case of Committee Meetings circulating the unapproved minutes within seven days of the meeting) unless a Minutes & Membership is appointed, book appropriate premises for all meetings (if required), arrange speakers for QGMs, ensure that notices for QGMs and the AGM are included in the local paper and Look Magazine, as well as being posted on the HRA noticeboards, ensure Annual Public Liability Insurance is renewed, Look after any property of the HRA, and be willing to provide home address for postal correspondence and a landline number for contact details. Undertake to maintain and update the HRA website with any information, articles or other items that the Committee deem appropriate.

Treasurer – to maintain HRA Bank Account(s), Banking Receipts, Collect Membership Application Forms and Payments and liaise with the Secretary about the same, ensure invoices are sent out regarding adverts within the Quarterly Magazine, record payments made, paying Public Liability Insurance renewal and undertaking to research the best policy.

Planning – Both Commercial & Residential Development - check for any planning applications/decisions that may impact on the residents of Holland on Sea, liaise with District/County Councillor(s) regarding such applications, research and write letters of objections or support, liaise with TDC's Planning Department regarding any Breaches of Planning Conditions) & Highways & Transport - Roads, Pavements & Street Signs – ensure that any defects are reported to the relevant authority and record such defects, Bus & Rail Services – attend any meetings that relate to these (online or otherwise), and provide regular updates as to any decline/improvement in the 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 & putting forward suitable schemes through the District and County Councillors for inclusion.

Health and Wellbeing – Health – be the liaison contact for Surgeries and PPG's who deal with residents of 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' & liaise with the Litter Picking Group re. same, or in the case of Flytipping ensure it is reported to TDC online, Recreation - including Clubs & Organisations that supply recreation, establish Liaison Contacts with each, and assist them to publicise their events etc,