



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.
- Signatory on licence for Ipswich Road volunteers.

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.
- Prepare Agendas for Committee Meetings, Quarterly General Meetings (QGM) and the Annual General Meeting (AGM).
- Take minutes of the AGM and committee meetings (in the case of committee meetings circulating the unapproved minutes within 7 days of the meeting).
- Produce summary of QGM's and e-mail to members.
- Book appropriate premises for all meetings if required.
- Maintain hard copy (in file) & digital copy (USB) of minutes, policies etc and update USB regularly.
- Ensure that notices for all public meetings are advertised in the HRA magazine; notify members by e-mail.
- Look after property of HRA and maintain Asset Register.
- Be willing to provide home address for postal correspondence for contact.
- Work with committee members to update HRA website with information, articles and other items that the committee deem appropriate.
- Maintain Conflict of Interest register for committee members.

TREASURER

- Maintain HRA Bank Account(s).
- Banking receipts.
- Maintain database of members with membership secretary, ensuring all online subscriptions are recorded.
- Send invoices to paid advertisers adverts in the Quarterly Magazine and chase overdue invoices.
- Record payments made.
- Pay Public Liability Insurance renewal, after undertaking research for the best policy.
- Provide reporting and give updates for committee and public meetings.
- Prepare year end accounts, showing details of income and expenditure.
- Responsible for members draw.

PLANNING

- Check for planning applications/decisions for both commercial and residential developments that may impact on the residents of Holland-on-Sea.
- Liaise with councillors regarding such applications, research and write letters of objects or support.
- Liaise with the relevant 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 meetings as required 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 to councillors for inclusion.

HEALTH, WELLBEING & DISABILITY

- 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 affect the safety of residents.
- Work with relevant organisations to help those with disabilities.

MEMBERSHIP SECRETARY

- Maintain database of members with treasurer.
- Issue polite reminders, by e-mail/post, for membership renewal to overdue members.
- Collect cash subscriptions from post-offices regularly and enter details on to database. Work with Treasurer to deposit into bank account.
- Promote HRA membership.

EVENTS SECRETARY

- Arrange, or oversee, events agreed by the committee. This includes but not limited to, booking suitable premises, booking stall holders/community groups. Arrange entry fees and proposing suitable recipients for any funds raised.
- Identifying any community events which may benefit from an HRA presence.
- Liaise with local businesses, for both fund-raising/sponsorship and also to tell them of any HRA event which may affect them.
- On all matters to work with the Assistant Events Secretary.

ASSISTANT TO THE EVENTS SECRETARY

- Work with the Events Secretary on all of the above.

APPLICATIONS & FUND RAISING

- Responsible for making all written applications and permissions to statutory bodies and organisations.
- Research and apply for relevant funding and grants.

SEAFRONT AND OPEN SPACES

- Responsible for beaches, promenades, greenswards, public toilets and public areas. Report any problems to the relevant Authority and work with the relevant Authority to resolve issues and/or improve the area.
- Signatory to licence for Ipswich Road volunteers.
- Liaise and establish contact with the Beach Hut Owners Association, litter-picking groups and beach cafes.

COMMUNICATIONS & SOCIAL MEDIA

- Arrange articles for HRA magazine and local press.
- Arrange guest speakers to attend public meetings.
- Maintain HRA noticeboards.
- Maintain HRA website, update with current information.
- Maintain HRA Facebook page, posting relevant information.

MAGAZINE EDITOR

- Be first point of contact for all advertisers (paid and non-paid) regarding copy and availability of space.
- Email reminder to non-paying advertisers (i.e. charities, churches, committee members) for copy in time for each edition.
- Email reminder to paid advertisers for copy in time for each edition.
- Be first point of contact for printer and distributor, sending all copy and liaise everything is complete for each edition.
- Distribute any spare copies. (Hotel, post offices, doctors, estate agents etc and some more if we have enough copies).
- Canvas for additional paid advertisers for new business.
- Work with Treasurer to ensure all paid advertisers are invoiced for each edition.

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