

Job Description: CHAIR (TAHCAL Doc01)

The position of Chairman is Honorary. The Chairman will not receive remuneration of any form including Salary, Honorarium, Gratuity, or Payment in kind.

The overall role of the Chairman is to:

- Maintain an overview of the Association's affairs.
- Ensuring that the affairs of the Association are conducted in the best interests of the members and to take the chair at any meeting of the Association.

General responsibilities

- To ensure that the Association complies with its governing document and any other relevant legislation or regulations
- To ensure that the Association pursues its objects as defined in its governing document.
- To ensure the Association applies to resources exclusively for the benefit of its members in pursuance of its objects.
- To safeguard the good name the Association
- To ensure the effective and efficient administration of the Association.
- To protect and manage the property of the Association.
- To ensure that only bona fide, paid up members are able to vote on any resolution at any meeting of the association.

Additional duties of the Chairman

- To ensure that there is a set agenda for any meeting of the Committee.
- To hold meetings of the Association committee of management at no greater interval than three months.
- To ensure a quorum of members is present at any committee, or General, meeting.
- To ensure that the business of any meeting is conducted in an orderly fashion
- To be impartial and to ensure that a fair hearing is given to all sides when resolutions are put before any meeting of the Association
- The Chairman has a vote and a casting vote when voting on resolutions at any meeting. The Chairman shall not use his vote if a resolution has been decided by the committee members present. His vote will not be used to cause a tie in the voting for any resolution. His casting vote only may be used to decide a resolution in the event of a tie in the voting by the committee members present.
- To have the following attributes selflessness, integrity, objectivity, accountability, openness, and honesty.

Job Description: Secretary (TAHCAL Doc02)

The position of Secretary is Honorary. The Secretary will not receive remuneration of any form including Salary, Honorarium, Gratuity, or Payment in kind.

The overall role of the Secretary is to:

- Maintain an overview of the Association's affairs.
- Ensuring that proper written records of committee proceedings are maintained.

General responsibilities:

- To ensure that the Association complies with its governing document and any other relevant legislation or regulations.
- To ensure that the Association pursues its objects as defined in its governing document.
- To ensure the Association applies its resources exclusively for the benefit of its members in pursuance of its objects.
- To safeguard the good name of the Association.
- To ensure the effective and efficient administration of the Association.
- To protect and manage the property of the Association.
- To ensure that only bona fide, paid up members are able to vote on any resolution at any meeting of the association.

Additional duties of the Secretary:

- To ensure that there is a set agenda for any meeting of the Committee.
- To give notice of, and to summon committee members to, meetings of the Association committee of management at no greater interval than three months.
- To give appropriate notice of General Meetings in due time.
- To maintain a list of prospective members and to recommend re-letting plots as they become vacant, in strict chronological order of the prospective members list.
- To issue non cultivation notices as necessary after due committee discussion.
- To ensure a quorum of members is present at any committee, or General, meeting.
- To ensure that contemporaneous notes are made at meetings, in particular in respect of the resolutions put before the meetings, and the voting which takes place.
- The Secretary has a vote on resolutions at any meeting.
- To carry out the decisions of the committee immediately and without fear or favour.
- To bring to the attention of the committee all items of association correspondence.
- To ensure that statutory returns are made to the registrar of Friendly Societies (currently the Financial Services Authority (FSA) in due time)
- To have the following attributes:-selflessness, integrity, objectivity, accountability, openness and honesty.

Job Description: Treasurer (TAHCAL Doc03)

The position of Treasurer is Honorary. The Treasurer will not receive remuneration of any form such as Salary, Honorarium, Gratuity, or Payment in kind.

The overall role of the treasurer is to:

- Maintain an overview of the Association's affairs
- Ensuring its financial viability
- Ensuring that proper financial records and procedures are maintained

General responsibilities:

- To ensure that the Association complies with its governing document and any other relevant legislation or regulations
- To ensure that the Association pursues its objects as defined in its governing document
- To maintain a list of plot holders and to issue demands for rent.
- To ensure the Association applies its resources exclusively in pursuance of its objects
- To safeguard the good name of the Association
- To ensure the effective and efficient administration of the Association
- To ensure the financial stability of the Association
- To protect and manage the property of the Association and to ensure the proper investments of the Association's funds

Additional duties of the treasurer:

- Overseeing and presenting accounts and financial statements.
- Producing regular financial statements and cashflow projections to the management committee of the Association at no greater interval than three months.
- To keep a hard copy of all transactions of the Association's income and expense.
- To produce on demand those financial transactions for perusal by the internal auditor of the Association, or any member of the Association.
- Ensuring that equipment and assets are adequately maintained and insured
- Ensure that the accounts are independently examined.
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in an understandable way.
- Be prepared to make unpopular recommendations to the management committee.
- To have the following attributes:
selflessness, integrity, objectivity, accountability, openness and honesty

Job Description: Steward (TAHCAL Doc04)

The position of Steward is Honorary. The Steward will not receive remuneration of any form including Salary, Honorarium, Gratuity, or Payment in kind.

The overall role of the Steward is to:

- Monitor the standard of cultivation of plots within the jurisdiction of the steward and to let plots as they become vacate to the next person on the waiting list in strict date order by asking the Secretary.
- Identifying those plots that become vacant.
- Maintain friendly relations with plot holders.
- To take action to protect members against damage, trespass and theft.

General responsibilities:

- To safeguard the good name of the Association.
- To protect and manage the property of the Association.
- To identify if any needs for maintenance on the allotment site, or sites.
- To inform the Secretary of any instances of damage to crops, trespass or theft.

Additional duties of the Steward:

- To attend meetings of the Committee when summoned by the secretary
- To inform the secretary of any plot which is not cultivated to an adequate standard
- The Steward has a vote on resolutions at any meeting.
- To ensure pathways and tracks are maintained.
- To have the following attributes: accountability, openness and honesty.

The Steward is not permitted to re-assign plots to existing members to anyone without the consent from Committee.