

**LEATHERHEAD RESIDENTS' ASSOCIATION- STANDING ORDERS**

**a. The Chairman** shall be responsible for:

- The calling and conducting of all Board and Open meetings
- Ensuring that at such meetings all views are heard, and everyone has a chance to speak and that decisions are reached.
- Ensuring that the Association functions in accordance with its Constitution, Code of Conduct and Standing Orders.
- Ensuring that the duties of all Board members and Officers are properly fulfilled.
- Acting as a spokesperson for the Board

**b. The Vice-Chairman** shall be responsible for:

- Fulfilling the duties of the Chairman in her/his absence or when otherwise called upon to do so.

**c. The Secretary** shall be responsible for:

- Ensuring that accurate minutes are kept of all Board and Open meetings and that these are open for inspection by members.
- Ensuring that membership records and all other records are kept up to date.
- Signing correspondence on behalf of the Association
- Ensuring that incoming post is opened and dealt with as appropriate
- Ensuring that all members are duly notified of meetings of the Association in accordance with the Constitution and that agendas are made available to those entitled to attend in advance of the relevant meeting
- Submitting the annual return to Companies' House

**d. The Treasurer** shall be responsible for:

- Ensuring payment of all expenditure authorized by the Board and obtaining receipts for such payments as necessary.
- Filing all receipts and counterfoils for examination by the independent examiner.
- Reporting regularly to the Board on the financial position of the Association.
- At all times exercising prudent supervision of the financial affairs of the Association.
- Drawing up, having approved by the examiner and then submitting the annual accounts