

THE SECRETARY AND OFFICE BEARERS

The Association must have a Secretary, a Chairperson and any other Office Bearers the Board considers necessary. The Office Bearers are described at Section Four of these Standing Orders. The Office Bearers, except for the Secretary, must be elected Board Members and cannot be co-optees. An employee may hold the office of Secretary although not be a Board Member. The Board will appoint these Office Bearers. If the Secretary cannot carry out his/her duties, the Board, or in an emergency the Chairperson, can ask another Office Bearer or employee to carry out the Secretary's duties until the Secretary returns.

The Secretary and the other Office Bearers will be controlled, supervised and instructed by the Board.

The Secretary's duties include the following (these duties can be delegated to an appropriate employee with the Secretary assuming responsibility for ensuring that they are carried out in an effective manner):

- 59.3.1 calling and going to all meetings of the Association and all the Board Meetings;
- 59.3.2 keeping the minutes for all meetings of the Association and Board;
- 59.3.3 sending out letters, notices calling meetings and relevant documents to Members before a meeting;
- 59.3.4 preparing and sending all the necessary reports to the Financial Conduct Authority and The Scottish Housing Regulator;
- 59.3.5 ensuring compliance with these Rules;
- 59.3.6 keeping the Register of Members and other registers required under these Rules; and
- 59.3.7 supervision of the Association's seal.

The Secretary must produce or give up all the Association's books, registers, documents and property whenever requested by a resolution of the Board, or of a general meeting.

At its first meeting after registration of the Association, the Board will elect the Chairperson of the Association. Thereafter a Chairperson will be appointed on an annual basis at the next scheduled Board Meeting held after each annual general meeting.

Responsibilities of the Chair

The Chairperson is responsible for the leadership of the Board and ensuring its effectiveness in all aspects of the Board's role and to ensure that the Board properly discharges its responsibilities as required by law, the Rules and the standing orders of the Association. The Chairperson will be delegated such powers as is required to allow the Chairperson to properly discharge the responsibilities of the office. Among the responsibilities of the Chairperson are that:-

- 59.5.1 the Board works effectively with the senior staff;
- 59.5.2 an overview of business of the Association is maintained;
- 59.5.3 the Agenda for each meeting is set;
- 59.5.4 meetings are conducted effectively;
- 59.5.5 minutes are approved and decisions and actions arising from meetings are implemented;
- 59.5.6 the standing orders, code of conduct for Board Members and other relevant policies and procedures affecting the governance of the Association are complied with;
- 59.5.7 where necessary, decisions are made under delegated authority for the effective operation of the Association between meetings;
- 59.5.8 the Board monitors the use of delegated powers;
- 59.5.9 the Board receives professional advice when it is needed;
- 59.5.10 the Association is represented at external events appropriately;
- 59.5.11 appraisal of the performance of Board Members is undertaken, and that the senior staff officer's appraisal is carried out in accordance with the agreed policies and procedures of the Association; and
- 59.5.12 the training requirements of Board Members, and the recruitment and induction of new Board Members is undertaken.

- 59.6 The Chairperson must be elected from the Board Members (excluding co-optees) and must be prepared to act as Chairperson until the end of the next annual general meeting (unless s/he resigns the post). The Chairperson can only be required to resign if a majority of the remaining Board Members present at a special meeting agree to this.
- 59.7 If the Chairperson is not present at a Board meeting or is not willing to act, the Board Members present will elect another Board Member to be Chairperson for the Board Meeting. If the Chairperson arrives at the meeting late, she/he will take over as Chairperson of the Board meeting as soon as the current agenda item is concluded.
- 59.8 If the votes of the Board Members are divided equally for and against an issue, the Chairperson will have a second and deciding vote.
- 59.9 The Chairperson can resign his/her office in writing to the Secretary and must resign if she/he leaves the Board or is prevented from standing, for or being elected to the Board under Rule 43. The Board will then elect another Board Member as Chairperson.
- 59.10 The Chairperson can be re-elected but must not hold office continuously for more than five years.