

LEATHERHEAD RESIDENTS' ASSOCIATION STANDING ORDERS

All references hereinafter to the "Committee" shall refer to the Executive Committee of the Association, to whom, in accordance with the Association's Constitution, the general management of the Association's affairs are entrusted.

1. DUTIES OF OFFICERS

a. The Chairman shall be responsible for:

- The calling and conducting of all General and Committee 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 Officers and Committee members are properly fulfilled.
- Acting as a spokesperson for the Committee.

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 Honorary Secretary shall be responsible for:

- Ensuring that accurate minutes are kept of all General and Committee 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.

d. The Honorary Treasurer shall be responsible for:

- Adherence to Item 10 (Finance) of the Constitution.
- Ensuring payment of all expenditure authorized by the Committee and obtaining receipts for such payments as necessary.
- Filing all receipts and counterfoils for examination by the independent examiner.
- Reporting regularly to the Committee on the financial position of the Association.
- At all times exercising prudent supervision of the financial affairs of the Association.

2. CONDUCT OF MEETINGS

- Members should abide by the Association's Code of Conduct.
- Members may speak only through the Chair.
- As stated in the Constitution, decisions of the Committee shall be by simple majority of those Committee members present; the chairman of the meeting, who shall not normally vote, shall give a casting vote in the event of no majority.
- Likewise at the Annual General Meeting and other meetings of the whole membership, decisions shall be by simple majority of those present, the chairman of the meeting, who shall not normally vote, giving a casting vote in the event of no majority. Voting may be by show of hands or by secret ballot as determined by the Chair.
- All meetings shall end by the time agreed by the Committee, unless all those present agree to extend the meeting.
- Agendas shall be distributed to members of the Committee and, if the meeting is open to other members of the Association, on the Association's website at least four days before a meeting. Items for the agenda should be forwarded to the Honorary Secretary and Chair at least seven days before the meeting.
- If any thing significant comes up after the agenda is set, this may, with the agreement of all present, take precedence over an agenda item; *otherwise the agenda should be adhered to.*
- Minutes will be distributed to all members of the Committee and, if the meeting is open to all members of the Association, published on the Association's website no later than 7 days after a meeting.