

Forming a residents' association

Roles to consider

1. Chairperson (or Chair):

Overall Leadership: The chairperson leads meetings, ensures discussions are productive, and represents the association to external bodies.

Agenda Setting: Works with the secretary to prepare meeting agendas. **Facilitation:** Guides discussions, ensures everyone has a chance to speak, and keeps the meeting focused.

Decision-Making (in some cases): May have a deciding vote in case of a tie.

2. Secretary:

Meeting Administration: Takes minutes at meetings, distributes agendas and other documents, and maintains records.

Correspondence: Handles correspondence on behalf of the association, including emails, letters, and notices.

Membership Management: Maintains a list of members.

Record Keeping: Keeps important documents organized and accessible.

3. Treasurer:

Financial Management: Manages the association's finances, including collecting membership fees, paying bills, and keeping accurate financial records.

Budgeting: Prepares a budget for the association's activities. **Financial Reporting:** Provides regular financial reports to members at meetings.

Banking: Manages the association's bank account.

4. Committee Members (General):

Supporting Roles: Committee members assist the chairperson, secretary, and treasurer in carrying out their duties.

Specific Responsibilities: May take on specific responsibilities, such as organising events, managing a communication page or website, or dealing with particular issues.

Project Management: May lead or participate in working groups or subcommittees to address specific projects or initiatives.

Documents to consider

- Constitution
 - (a free template can be found here: <https://mycommunity.org.uk/download-a-template-constitution-for-your-group>)
- Members List and Committee Details
- Minutes for each meeting
- Agenda for each meeting

The Constitution is the foundational document for the association. It should include:

- Name and objectives of the residents association Membership criteria
- Committee structure and roles
- Meeting procedures (frequency, voting, etc.)
- Financial management (bank accounts, spending limits, audits) Dispute resolution procedures
- Amendment procedures Dissolution clause