

STYLES HOUSE TMO

The TMO Office, Styles House, Hatfields, London SE1 8DF

APPENDIX D

To Code of Governance

RESPONSIBILITIES AND DUTIES OF THE SECRETARY

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Management Committee. The Secretary's tasks include:-

- 1) To ensure that the TMO works to further its stated aims within the constitution and Management Agreement
- 2) To ensure retention of all paperwork/information relevant to the TMO
- 3) To receive all correspondence addressed to them and report correspondence received to the Management Committee
- 4) To ensure preparation of Agendas in consultation with the Chair and Housing Manager (and receive Agenda items from other Committee Members) and the circulation of these Agendas and any supporting papers in good time for meetings.
- 5) To ensure that the Committee Meetings are held in line with The TMO Rules (e.g. are quorate)
- 6) To ensure that meetings are minuted and draft minutes are circulated to all Committee Members
- 7) To ensure the Chair signs the minutes once they have been approved and enters the minutes into the minute folder
- 8) To ensure that committee members and staff have carried out actions agreed.
- 9) To ensure circulation of agendas and minutes of all AGM, General, Special and extraordinary meetings as required.
- 10) To ensure that up-to-date records are kept of the TMO's membership
- 11) Act as Company Secretary in respect of the Financial Services Authority and ensure the returns are completed in a timely fashion.
- 12) To ensure arrangements are made in respect of meetings such as booking the room, refreshments etc.

In addition, there may be duties attributable to being a Committee Member that may require the Secretary to act in other capacities, these being covered in the Committee Members duties and responsibilities Pro Forma.

STYLES HOUSE TMO

The TMO Office, Styles House, Hatfields, London SE1 8DF

I, the undersigned acknowledge and accept the role of Secretary and in doing so, fully accept to abide by these duties and responsibilities to the best of my capabilities.

Signed _____ Dated _____