

LLRA Committee Roles & Responsibilities

LLRA Management Committee follows a typical pattern for similar organisations, with a number of named officers, and other members with no specific defined tasks. It is important to note however that the Committee has a collective responsibility in law, so whilst individual responsibilities are undertaken by officers through custom and practice, ultimate responsibility is vested in the Committee as an entity of itself.

This document seeks to detail what needs to be done by the Committee, and suggests how those actions can be divided, so that the workload is not unreasonably distributed amongst officers and other members.

NAMED OFFICERS - and key responsibilities of each

CHAIRPERSON

- ◆ leads the strategic operation and governance of the Committee, hence of LLRA
- ◆ coordinates the work of the Committee to ensure effective administration
- ◆ acts as the external 'official' face of LLRA, including to partner organisations and other consultation bodies
- ◆ (in liaison with Secretary) organises and runs / chairs meetings including the AGM, both of substantive Committee and any such sub committee or working group as deemed appropriate
- ◆ exercises a casting vote as and when appropriate
- ◆ supports all other functions, and authorises the work of the Treasurer.

SECRETARY

- ◆ acts in all matters on behalf of the Committee, and in conjunction with the chairperson and other officers and members as appropriate
- ◆ organises all meetings including venues, refreshments, liaison with all legitimate and additional invited attendees to ensure information is distributed in a timely manner
- ◆ draws up agendas and circulates in a timely manner
- ◆ takes minutes and circulates in a timely manner
- ◆ responds to all correspondence, and liaises with local individuals and bodies where LLRA does not have direct representation
- ◆ maintains, develops, and posts to and through website and associated social media
- ◆ maintains comprehensive LLRA records in a manner open to wider scrutiny if required
- ◆ maintains membership records of those other than entitled through residence
- ◆ produces annual report in an appropriate style
- ◆ supports all Committee officers and members, by ensuring the administrative function operates smoothly and efficiently.

TREASURER

- ◆ ensures that accurate financial records are maintained, and up-to-date statements are available on request
- ◆ alerts the Committee in good time of any potential financial shortfall
- ◆ ensures that all Committee members are aware of and comply with their financial responsibilities and procedures
- ◆ arranges for the accounts to be independently checked annually, before presenting them at the AGM
- ◆ manages the bank account/s, and keeps signatory details up to date
- ◆ issues bills and receipts as appropriate, and reimburses accepted expenses promptly
- ◆ reviews and returns any required financial reports
- ◆ maintains a watching brief and recommends any appropriate changes to organisation structure, and assists with grant applications
- ◆ oversees the activity of any assistant or external body involved in any aspect involving financial matters.

VICE CHAIRPERSON

- ◆ acts on behalf of the organisation in the absence of the Chairperson, and therefore must be ready to assume the identical roles and responsibilities as the Chairperson.

OTHER RESPONSIBILITIES

Beyond those responsibilities (above) which fall naturally to named officers, there is a range of further tasks that should be divided between all members and officers of the Committee. There is no practical reason why any one member cannot undertake more than one role, nor need it be required that any such role is necessarily held by any individual.

Whilst named officers may elect to take on one or more of these tasks, it is to be hoped that other members, not currently officers of the Committee, may volunteer for such tasks.

These tasks include (though this list is not definitive):

Media / Publicity

- ◆ develops and maintain relations with local media
- ◆ in liaison with chairman / secretary, sends material to media as appropriate and monitors response
- ◆ prepares Long Leys News as and when required; oversees production and delivery.

Champion of constitutional compliance / operation

- ◆ ensures Committee procedures and actions are constitutionally compliant
- ◆ acts in conjunction with chairperson / secretary if the risk of breach occurs
- ◆ monitors best practice across similar organisations, and relevant local authorities, to ensure the constitution is up to date and appropriate for LLRA.

Representative on other bodies

- ◆ attends meetings or seeks to arrange for a substitute
- ◆ advises LLRA in advance of dates and agenda, alerting to particular points of interest
- ◆ takes advice on LLRA position on issues that may arise
- ◆ reports back to the LLRA Committee on actions / decisions in a timely manner.

Planning oversight

- ◆ monitors and reacts to Long Leys planning applications within pre-established guidance, or in conjunction with chairperson / secretary
- ◆ where appropriate, keeps Committee informed on such matters.

Ad hoc projects

- ◆ an example of this would be the solar SID project where Glenn Smith took the lead. All members are able and encouraged to recommend such activity, and participate in any works involved.

All officers / members / coopted members

- ◆ shall act in the best interest of LLRA, promoting its values, and work as a team to its objectives, speaking with one voice on local issues
- ◆ shall read all circulated papers, regularly attend meetings, contribute to the management and decision-making process of the Committee.

WHAT LLRA ASKS OF YOU

◆ REGULAR ATTENDANCE

It is hoped and requested that Committee members can arrange to attend in full for at least FOUR out of the SIX annual meetings. Dates for these meetings will be arranged well in advance to aid diary management; and in line with widely used practised, attendance data will be published on the LLRA website along with meeting minutes.

Full attendance assumes the meeting and any social element before and / or after the formal meeting will be limited to a total of two hours, and hopefully less.

If for any reason any member is unable to attend a meeting in full, a full week's notice to the Secretary is requested, so that the incidence of non-quorate meetings can be minimised.

◆ ACTIVE CONTRIBUTION

Beyond attendance at meetings, there are many opportunities for members to be actively involved in work between and outside meetings, some of which are listed above under OTHER RESPONSIBILITIES.

Members are encouraged to involve themselves at this level, and suggestions for other active involvement will always be welcomed by the Committee.

ADDITIONAL OPERATING PROCEDURES

Expenditure Control

Cash Flow expenditure will generally be agreed in principle by the Management Committee, either at a quorate management committee meeting or via an e-mail round robin, with a budget set for any activity.

Where time is of the essence, then sums of up to £100 can be spent with the agreement of the majority of officers, gained via email.

To address regular spend commitments on the LLRA cashflow such as printer paper/cartridges and land registry enquiries, the LLRA Management Committee will authorise a budget to be used by a committee member. If the budget is exhausted then further approval is required at a meeting or via an round robin email.

Management Committee Elections

To ensure smooth running of elections at the LLRA AGM, completed Nomination Forms for management committee elections should be returned to the LLRA Secretary no later than 7 days before the date of the AGM. Where elections are unopposed, Nomination Forms received after that date can be accepted at the discretion of officers.

Management Committee Members Standing Down

A Management Committee member standing down and offering themselves for re-election at the AGM will be counted within any quorum requirements for the start of the AGM. If not seeking re-election and not attending the AGM then they will be treated as having stood down prior to the commencement of the AGM and will not be included as a committee member for any quorum requirements.

Management Committee Meetings

A date for Management Committee Meetings will generally be agreed at the previous meeting and then confirmed circa 7 days prior to the meeting. The expectation is that Committee members will advise the LLRA Secretary as soon as they realise they are unable to attend due to unanticipated commitments.

Committee members can reasonably assume that the meeting will be held at the date advised, unless explicitly advised otherwise. Where a meeting is held below the required quorum level then any decisions would need to be ratified by a majority of all committee members via email after the event.

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