

Stuart Road Allotments Society Limited

Founded 1918

Affiliated to the National Society of Allotment and Leisure Gardeners Ltd.

Chair: Midge Cameron

Secretary: Brendan Maton

Officer and committee member roles

Chair

Main role: Public face of the society, overall coordination of the affairs of the society. Nominated officer, accountable to the Financial Conducts Authority. Bank signatory, authorises payments.

Responsible for developing strategy that meets the aims of the Society

Attends and chairs meetings, striking a balance between the views of those present and the needs of the society.

Responsible for ensuring committee members fulfil their given tasks, including regular attendance at meetings.

Ensures society is run according to its rules as a Cooperative and Community Benefit Society and any other strategic plan that has been agreed by the members.

Oversees all statutory documents and constitutional rules. Co-lead on improving regulations and working practices.

Acts on behalf of the society, without prior agreement of the committee, in an emergency situation.

Liaises with secretary to agree agenda to agree monthly agenda.

Deals with member issues or public complaints.

Assists with plot inspections.

Monitors and respond promptly to social media, communications apps and emails.

Organises a full handover of all documentation when they step down from the role.

Any aspect of the role which is delegated needs to have prior agreement with the other Officers, should be formally recorded and remains under the responsibility of the Chair.

Secretary

Main role: To deal with the routine affairs of the society and its committee.

Nominated officer, accountable to the Financial Conducts Authority (FCA). Bank signatory, authorises payments.

Co-leads on improving regulations and working practices.

Attends meetings.

Circulates committee meeting papers in advance of meetings, takes minutes at meetings, types up and circulates in a timely fashion.

Holds the register of members and keeps this updated.

Liaises with the NSALG to confirm the society's annual membership (providing full accurate list of members upon which SRAS' annual membership fee is based).

Oversees member liaison following plot inspections consistently applying the plot inspection rules– sending out warning letters, keeping records of inspections, plot fails, and eviction letters when required and bringing to the attention of the wider committee any extenuating circumstances that may require a more flexible approach to the application of the Society's rules.

Prepares rent paperwork in advance of the rent collection period to facilitate the smooth running of this process, and any subsequent late rent collection process, collating payments and keeping register updated.

Jointly deals with email queries from plot holders.

Oversees plot inspections.

Notifies the Lettings Officer when plots are given up so that they can be divided (when necessary) and relet in a timely fashion.

Annual General Meeting (AGM) – collating paperwork, (accounts, previous year's minutes, agenda, officer reports) - sending out/emailing letter in advance of AGM inviting motions; printing and circulation of paperwork to members.

Submits annual return to FCA in a timely manner in line within legal requirements.

Monitors and responds promptly to social media, communications apps and emails.

Gives a full handover of all documentation when steps down from role.

Any aspect of the role which is delegated needs to have prior agreement with the other Officers, should be formally recorded and remains under the responsibility of the Secretary.

Treasurer

Main role: To protect the society's financial integrity and assets, monitor and oversee the affairs of the society. Nominated officer, accountable to the Financial Conducts Authority. Bank signatory, authorises payments.

Attends meetings.

Manages the Society's finances, keeping accurate records of all transactions, reporting to and instructed by the Committee (spreadsheet, recording income and outgoings).

Maintains and reconciles records of bank statements, utility reports, expense claims etc.

Oversees the bank accounts. Liaises with bank to make changes to bank mandates when required.

Manages and monitors the mobile phone and payment account.

Sets up payments of invoices, bills etc.

Reimburses committee members' expenses.

Receives and banks rent income, shop and polytunnel income and other miscellaneous income.

Prepares the Society's annual financial accounts and liaises with the independent lay auditor to produce the independently examined accounts in a timely fashion for presentation at the Society's AGM.

Assists with plot inspections.

Monitors and responds promptly to social media communication apps, and emails.

Gives a full handover of all documentation when they step down from the role.

Committee members

Main role: Registered as committee members on C&CBS register at FCA and legally required to uphold the rules of the society.

Make decisions collectively to achieve the aims of the society. Support the officers to manage the site and promote compliance with association rules.

Attend and take an active role in meetings, including suggestions on how to improve working practices.

Committee members who fail to attend at least eight monthly meetings per calendar year may be removed.

Take on specific tasks and functions on behalf of the Society where appropriate. Examples include Site Manager, Shop Manager and Lettings Officer.

Support the officers to manage the site and promote compliance with association rules.

Deal promptly and efficiently with any matters which the committee or officers delegate to them.

Actively participate in the regular plot inspections process, applying the Society's rules consistently and fairly.

Help the officers and other committee members to select new committee members when appropriate.

Monitor and respond promptly to social media communication apps, and emails.

Give a full handover of matters they have been involved with, when they step down from the role.

Any aspect of the role which is delegated needs to have prior agreement with the Chair, should be formally recorded and remains under the responsibility of the committee member.

May 2025