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| Policy Name | Secretary Role Description |
| Policy Category | Corporate & Governance |
| Policy Number | CG007 |
| Officer Responsible | Chief Executive |
| Date to Board | August 2024 |
| Next Review Date | August 2027 |

1. Introduction

This role description sets out the particular duties and responsibilities that attach to the Secretary of Lochaber Housing Association (LHA). The responsibilities described here are additional to those set out in the governing body members' (GBM) role description. It should also be considered alongside LHA's Rules and Standing Orders.

- 1.2 The responsibilities associated with the role of the Secretary will be carried by a governing body member of LHA who will be elected by the governing body, every year at the first meeting following the AGM.
- 1.3 Where appropriate, the Secretary's duties can be delegated to an appropriate employee of LHA, with the Secretary assuming responsibility and being accountable for ensuring that they are carried out in an effective manner. All of the practical duties detailed at 2.1 – with the exception of attendance at meetings - will be delegated to Chief Executive.

2. Duties of the Secretary

- 2.1 LHA's Rules specify the Role of the Secretary in detail. The Secretary is responsible for ensuring that all of these responsibilities are fulfilled.
- 2.2 The duties of the secretary include:
 - Calling and going to all Annual General Meetings, Special General Meetings and governing body meetings
 - Keeping the minutes for all Annual General Meetings, Special General Meetings and governing body meetings
 - Sending out letters, notices calling meetings and relevant documents to Members before a meeting
 - Ensuring that nominations and elections to the GB are carried out in accordance with the Rules
 - Preparing and sending all the necessary reports to the Financial Conduct Authority and the Scottish Housing Regulator [and OSCR]
 - Ensuring compliance with LHA's Rules
 - Keeping the Register of Members and other Registers required by LHA's Rules
 - Supervision of the LHA's seal
 - Confirming to the GB, at the last meeting before the AGM, that the requirements of Rules 62-67 have been met

3. Monitoring and Review

- 3.1 This role description was approved by the governing body on 22nd August 2024. It will be reviewed not later than August 2027.