



RA COMMITTEE JOB DESCRIPTIONS

Chairman: *Emmett*

- Provide leadership to the committee, ensuring the smooth running of all meetings and interactions. Setting Agendas and facilitating discussions and maintaining order in all circumstances.
- Ensuring that decisions are made effectively and promptly. Encouraging members to contribute and be effective members of the team.
- To be available to answer questions and concerns from all members of the Residents Association.

Vice Chair: *Linda*

- To support and compliment the Chair. To undertake all of the Chairs duties when the Chair is unavailable.

Secretary: *Tracey W*

- To deal with all admin and emails that come into the RA Email box.
- To take minutes at all meetings with the General Manager of Sandy Bay and to be available to answer questions and concerns from all members of the Residents Association.
- To distribute all minutes to residents and ensure those without email receive paper copies.
- Organise events for charity fund raising, and ensure money is collected and given to the treasurer. To assist other members in their charity raising endeavors.
- Ensure that the member data base is kept updated throughout the year.
- To Arrange printing of renewal forms, and liaise with other committee members and the Street Champs re delivery and collection of the forms.
- Organise the AGM each year, booking the hall etc.



Treasurer: *Jan*

- Collect and monitor all monies.
- Banking the money in a timely fashion.
- Ensure that all spending is allocated and agreed.
- Provide end of year audits.
- Ensure folders, members books, receipt books are all in order and ready for collection at renewal time.

Committee Member:

In addition to the four key roles above, the committee will be made up of a number of members who will between them take on and share the following roles and responsibilities:

- *Street Champ Co-ordinator: Nora*

Ensure that each street has a Street Champ. Keep in contact with those street champs and ensure that their forms/folders etc are organised and delivered to them. Assist and monitor them through the year and especially at membership renewal time.

- *Scribe: Andy*

To attend necessary meetings of the Committee and to undertake the drafting of any technical/legal correspondence with Sandy Bay Management and other bodies.

- *Health and Safety: Dave*

To work with Sandy Bay Health and Safety officers, updating them on residents concerns etc across the site on all things Health and Safety.

- *Noticeboard Monitor: Dave*

To ensure that all relevant information/posters relating to social activities and entertainment, plus other important notices, are posted on all notice boards, and to keep them updated.

- *Minute taker: Belle*

To provide Agendas for committee meetings and to take minutes at those meetings. To type up the notes and to send them to the Chairman for sign off and then to send them to the Secretary for printing/circulation.



SANDY BAY PARK RESIDENTS ASSOCIATION

(sandybayparkra@gmail.com)

- *New resident liaison: Tracey H*

To be available to new residents who may not be aware of the RA or the Street Champs, and to take their concerns/questions forward to the Committee. To ensure that the Street Champs are aware of the new residents. To advise and share knowledge on topics relating to Warranties for homes, and to provide feedback from any related meetings with Sandy Bay Management.

- *Information/Notice delivery: Julie*

To be available to deliver all information that most other members receive via email, to members without email availability.

- *Activities and Events Co-ordinator: Harry*

To ensure that the equipment for all resident activities and clubs is kept safely and in a good condition. Ordering new equipment when necessary. To organise new activities, by liaison with Sandy Bay Management, and (with the agreement of the committee) to request payment for, or donations towards, the cost of the equipment where appropriate. Speaking with residents to gather suggestions and ideas for taking on new activities, and feeding this back to the Committee for agreement.

Associate Committee Member:

As per the RA Constitution, the committee may appoint associate committee members for very specific tasks, or when very specific skills are required. Associate committee members may come and go as the needs arise. The committee currently have associate committee members for the following tasks:

- *Sandy Bay RA Website maintenance & overall technical support: Graeme, Kelvin*

Setup and maintenance of the Sandy Bay Residents Association Website. To co-ordinate and monitor domain name registration and ensure renewals are completed when needed. To ensure that the website is kept up to date with current and future activities, clubs, notices, and all the other useful information contained within. As and when required, to provide any other technical support for the committee.