



SANDY BAY PARK RESIDENTS ASSOCIATION

(Sandybayparkra@gmail.com)

RA COMMITTEE JOB DESCRIPTIONS

Chairman and Health and Safety Lead: *Dave Phillips*

- Provide leadership to the committee, ensuring the smooth running of all meetings and interactions.
- Setting Agendas, facilitating discussions, and maintaining order in all circumstances.
- Ensuring that decisions are made effectively and promptly.
- Encouraging members of the Committee to contribute and be effective members of the team
- To be available to answer questions and concerns from all members of the Residents Association.
- Authorised signatory for Sandy Bay financial transactions with the Secretary and treasurer.
- To work with the Sandy Bay Health and Safety officers, updating them on resident's issues, concerns, etc across the site with regards to all things Health and Safety.

Secretary: *Amanda Bastable*

- 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.
- To distribute all minutes to residents and ensure those without email receive paper copies,
- Authorised signatory for Sandy Bay financial transactions with the Chairman and treasurer,
- To assist other members of the Committee in their endeavours.
- Ensure that the member database 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 by booking the hall, writing the agenda, writing the minutes, etc.
- To attend necessary meetings of the Committee and to undertake the drafting of any correspondence with Sandy Bay Management and other bodies.

- Quarterly audits on financial status to be undertaken with Treasurer and report back to the Chairman and Vice Chairman on the current financial status as holding public money.
- To be available to answer questions and concerns from members of the Residents Association.

Treasurer and Co-ordinator for RA Membership Applications: *Julie Torrence*

- 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.
- Authorised signatory for Sandy Bay financial transactions with the Chairman and Secretary.
- Quarterly audits on financial status to be undertaken with the Secretary and report to the Chairman and Vice Chairman the current financial status as holding public money.
- To co-ordinator RA Membership Applications.
- To be available to answer questions and concerns from members of the Residents Association.

Vice Chair and Joint Health and Safety Lead: *Mick O'Brien*

- To support and compliment the Chair, ensuring the smooth running of all meetings and interactions.
- Facilitating discussions and maintaining order in all circumstances.
- Encouraging members of the Committee to contribute and be effective members of the team.
- To be available to answer questions and concerns from all members of the Residents Association.
- To undertake all the Chairs duties when the Chair is unavailable.
- To work with the Sandy Bay Health and Safety officers, updating them on resident's' issues and concerns, etc across the site with regard to all things Health and Safety.

Committee Members:

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

Secretarial Support and Security: Kaz Duffield

- To support with admin tasks.
- To be available to answer questions and concerns from members of the Residents Association.
- To distribute minutes to residents requiring paper copies.
- To attend necessary meetings of the Committee and to undertake the drafting of any correspondence with external/internal providers.
- To maintain a spreadsheet of issues and concerns around park security that have been raised by residents.
- To provide the spreadsheet to the IT Support Committee Member.
- To be available to answer questions and concerns from members of the Residents Association.

Street Champion Co-ordinator and New Resident Liaison: Julie Crudgington

- 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.
- To ensure that the Street Champs are aware of the new residents.
- To assist and monitor them throughout the year and especially at membership renewal time.
- To be available to deliver paper copies to members without email availability, of all information that most other members receive via email.
- 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 maintain and record a log of Sandy Bay issues.
- To be available to answer questions and concerns from members of the Residents Association.

Environmental Issues: Suzy Harrington

- To deal with Odour and Noise issues on the park by maintain a spreadsheet of Smell, Noise and other Environmental issues and concerns pertaining to the park that have been raised by residents.
- To issue and collate the odour sheets completed by residents.
- To liaise with Billie Corrigan from Castlepoint Council regarding the resident's concern and to provide her with the residents completed Odour sheets.
- To manage the Kicking up a stink WhatsApp chat site.
- To provide the spreadsheet to the IT Support Committee Member.

- To be available to answer questions and concerns from members of the Residents Association.

Health and Safety Support, Site Management and Facilities *Simon Fox:*

- To maintain a spreadsheet of issues and concerns around the upkeep of the park (maintenance, gardening, bins. etc.) that have been raised by residents.
- To maintain a spreadsheet of Health and Safety issues raised by residents and the Health and Safety Leads.
- To provide the spreadsheet to the IT Support Committee Member.
- To be available to answer questions and concerns from members of the Residents Association.

Website Maintenance and IT Support: *David Langstone*

- 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. A
- To provide as and when required any other technical support for the committee.
- To maintain and record a log of Sandy Bay incidents and collate all committee members reports into one master document.
- To be available to answer questions and concerns from members of the Residents Association.

Associate Committee Members:

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 does not currently have any associate committee.