

## HOW DO I BECOME A COMMITTEE MEMBER?

Firstly, you must already be a member of the Association. To become a member you need to complete a small application form and pay £1. The Management Committee will consider your application and if approved you would then become a member. (Please read our leaflet on 'Becoming a Member')

Secondly, the usual way to become a Management Committee Member is to be elected at our **Annual General Meeting**. This usually happens every September. To stand for election you will need to fill out a **Nomination Form** and deliver this to the Association's office at least 7 days before the meeting. At the meeting your nomination will be raised. If there are more nominations than available places then there will be an election and all the members present will vote for each person. The person with the most votes will be elected.

Alternatively, if you decide you wish to become a member during the year you can be invited to fill any **Casual Vacancies** that may exist. You would however need to be formally elected at the following AGM.

Thirdly, the Management Committee may ask to **co-opt** you onto the Management Committee if you have specific skills and knowledge that you could contribute to the running of the Association. No more than 1/3 of the Management Committee may be made up of **Co-opted Members**.

## WHAT DOES A COMMITTEE MEMBER DO?

The Management Committee is made up of 15 members and includes a **Chairperson, Vice Chairperson, Secretary** and **Treasurer**. These positions are filled annually after every AGM.

The Management Committee makes all the important decisions about what the Association should be doing and how it should be done. Staff are employed by the Management Committee to act on these decisions and to carry out the day to day work of the Association

**Abronhill Housing Association** Committee Members all have certain responsibilities and the main points are listed below: -

- You must have an interest in the well being of the local community
- You must be willing to attend training events
- You must turn up to meetings on time
- You must respect the confidentiality of the business of the Association
- You must work for the benefit of the group without personal interest
- You must contribute to the work of the Association in a courteous manner
- You must work hand in hand with the staff

- Issues and grievance from outside should not influence your contribution to the workings of the Committee
- You must follow the agreed policy and procedures of Abronhill Housing Association
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## HOW DOES THE MANAGEMENT COMMITTEE WORK?

The full Management Committee meets once a month. From time to time sub committees may be formed to deal with specific matters on a short life basis.

### CODE OF CONDUCT

All Committee Members are asked to sign a Code of Conduct on their election or appointment to the Management Committee.

This Code details the expected standards to which our Committee Members must work.

Committee Members must be prepared to work within the Regulatory Framework of Governance & Financial Management set by the Scottish Housing Regulator.

### INTERESTED IN JOINING?

If you wish to join the Management Committee then please contact the Office for more information.

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**BECOMING A  
MANAGEMENT  
COMMITTEE  
MEMBER OF  
ABRONHILL  
HOUSING  
ASSOCIATION**