

Roles and Responsibilities of SIRA Office Holders

Past President	<ul style="list-style-type: none"> • Past President provides a handover to new President re: <ul style="list-style-type: none"> ○ roles and responsibilities of office holders and committee members ○ status of current contracts ○ status of current services ○ current issues SIRA is pursuing ○ current status of all subcommittees • remains available to advise on policy and protocol issues
President	<ul style="list-style-type: none"> • Ensures that responsibilities are transferred from one office holder to another after Annual General Meeting • Provides an induction for new office holders of their roles and responsibilities • Provides an induction for new committee members – code of conduct; participation on sub committees, services purchased by SIRA on behalf of the community etc • Ensures management of ongoing contracts are handed over to new committee members / office holders and parties to the contract are informed of new SIRA contacts • Ensures all committee members are chairing or co-chairing a sub committee • Holds a post box key and collects mail addressed to the President SIRA • Informs Secretary of any incoming mail to the President • Signs contracts between SIRA and external organisations or entities as authorised by the committee • Will send correspondence and notices on behalf of SIRA
Vice Presidents	<ul style="list-style-type: none"> • May hold a post box key and collect mail as back up for the Secretary • Are signatories on the SIRA bank account and authorised to approve transactions • Handle complaints • May sign contracts approved by the committee on behalf of SIRA • Chair meetings in the absence of the President
Treasurer	<ul style="list-style-type: none"> • Adheres to SIRA's Finance, Membership and Insurance charter • Follows SIRA's Accounting Controls and Procedures document • Should not be the key initiator of large items of expenditure, nor should they be signatories to contracts between SIRA and external parties. • Does not collect mail • Ensures all lodgements are made such as the annual A12 form, annual insurance declarations and the quarterly BAS • Co-ordinates and ensures completion of SIRA's Annual Report
Secretary	<ul style="list-style-type: none"> • Collects mail • Records all incoming and outgoing correspondence • Distributes mail to relevant committee/office holders/service providers within 24 hours • Re water agreements: enters details into database; scans and electronically stores documents; emails scanned documents to water monitors and notifies of any correspondence • Cheques & invoices: given to Treasurer • Posts SIRA communication of SI website
Service Providers	<ul style="list-style-type: none"> • Understand role in provision of the service to the community e.g. hall bookings, maintenance of water line • Document services/bookings provided to the community • Inform the treasurer of any non payments for services • Do not collect mail, unless authorised by the Committee
Committee members	<ul style="list-style-type: none"> • Chair or co-chair a subcommittee • Manage service providers to ensure service is carried according to contract • Engage the Scotland Island community in issues on the SIRA annual agenda • Do not collect mail, unless authorised by the Committee
Subcommittee Chairs	<ul style="list-style-type: none"> • Brief new Chair and subcommittee members on work in progress and provide background information

	<ul style="list-style-type: none">• Be available to advise on projects
Public Officer	<ul style="list-style-type: none">• Maintains register of potential conflict of interest of committee members• Signs the A12 to be sent Fair Trading within 1 month of the AGM