

Board of Management

The Board of Management is responsible for the strategic direction of the Association and ensuring delivery of the aims and objectives set. Their functions can broadly be outlined as:

- Act in accordance with the Rules and Code of Conduct
- Define the values, aims and objectives of the Association and ensure compliance
- Establish plans to achieve those objectives
- Approve each year's budget and accounts prior to publication
- Establish an appropriate framework of delegation and systems of control
- Take key decisions on matters that will, or may, create significant risk
- Monitor and manage risk
- Monitor performance
- Appoint and, if necessary, dismiss senior officers
- Ensure all affairs are conducted lawfully in accordance with generally accepted standards of performance and propriety

Although Board Members discharge many of their responsibilities by employing appropriately skilled and experienced staff, they still have to be sufficiently aware of the activities and performance of their organisation to ensure they remain in control.

While there is no specific requirement to have sub-committees, ACHA have three; Audit Committee, Policy Committee and an Ad-hoc Committee who have delegated responsibility.

What Are the Roles of the Office Bearers?

The Association have four office bearers elected from the Board of Management.

- *Chairperson*
- *Vice Chairperson*
- *Secretary*
- *Audit Committee Chair*

Following the Annual General Meeting (AGM), the Association must elect its Office Bearers.

Chairperson

The Chairperson must be a member of the Association and his/her main function is to run the meetings (Board/Committee/Annual General Meetings). He/she will ensure the meetings are properly conducted, observing the Rules of the Association and its Standing Orders. In the event of a vote taking place which results in a “tie” the Chairperson will have a casting vote. This role is sometimes shared with the Vice-Chairperson who can stand-in in the absence of the Chairperson.

Vice-Chairperson

The Vice-Chairperson will stand-in for the Chairperson if he/she is unable or unwilling to act as Chairperson.

Secretary

The Rules of the Association also require that a Secretary is appointed who has responsibility for all the Board correspondence and paperwork. This will include the duty to send out:

- Notices of meetings (General and Board)
- Minutes of meetings
- Statutory returns to the Financial Services Authority and Communities Scotland
- The Association’s annual report and accounts

The Secretary does not need to be a member of the Association and the job of Secretary may be included in the remit of the Chief Executive. Where the Secretary is a member of the Board they will have members of staff to provide administrative support.

Chair of the Audit Committee

The Chairperson must be a member of the Association and his/her main function is to run the Audit Committee meeting. He/she will ensure the meetings are properly conducted, observing the Rules of the Association and its Standing Orders. In the event of a vote taking place which results in a “tie” the Chairperson will have a casting vote.

In addition to the monthly Board meetings, the Office Bearers would be expected to attend monthly pre-agenda meetings.