



## **EXECUTIVE COMMITTEE REMIT (2019)**

### **1.0 INTRODUCTION**

In establishing and reviewing this Committee Remit reference has been made to the Scottish Government's SPFM and On Board guidance documentation.

Reference has also been made to the various recommended "Role Description" documents covering Committee Members and the Chairperson produced by EVH and SFHA.

### **2.0 TERMS OF REFERENCE**

The Executive Committee shall act on behalf of, and report to, the Management Committee.

### **3.0 MEMBERSHIP**

The Executive Committee shall consist of the following Committee Members:-

Chairperson  
Vice Chairperson  
Treasurer

### **3.0 TENANT REPRESENTATION**

In the event that none of the Office Bearer posts highlighted above are filled by tenants the Executive Committee will be supplemented by the appointment of a tenant representative member. This position will be evaluated and decided upon annually at the Management Committee meeting immediately following the Annual General Meeting

### **4.0 QUORUM**

A quorum will be 3 Members of those elected as members of the Executive Committee. If a quorum of Members is not present within 15 minutes of the scheduled start of the meeting, the meeting will be postponed until a later date. Executive Committee meetings will last a maximum of 2 hours. Any business remaining at the conclusion of the meeting shall be held over until the next meeting.

### **5.0 MEETINGS**

The Executive Committee will meet only in order that business of the Association can be conducted efficiently and effectively, between Management Committee meetings when urgent decisions are required.

## 6.0 PRINCIPAL DUTIES

The Executive Committee shall have the power, within the governing constitution of the Association, to act upon the Association's behalf.

In particular the Executive Committee will act on behalf of the Management Committee as the Associations;

- ✓ Disciplinary Panel in relation to stage 3 of the staff Disciplinary Procedures;
- ✓ Interview Panel in any formal recruitment of new Committee Members

The Executive Committee will also identify new issues for the Association to consider.

The Executive Committee will report back, at the earliest opportunity, to the Management Committee on action that it has taken on behalf of the Association

## 6.0 REVIEW

The remit of the Executive Committee will be reviewed annually.

George Tainsh  
Chief Executive

**17<sup>th</sup> September 2019**

### Review Consultation Process

Previously Approved by the Management Committee	30 <sup>th</sup> August 2018
<b>APPROVED BY THE MANAGEMENT COMMITTEE ON</b>	<b>26<sup>th</sup> September 2019</b>
Date of Next Review	<b>August 2020</b>