

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 Associations 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 12 members and includes a **Chairperson, Vice Chairperson** 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

Hillhead Housing Association 2000 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 Hillhead Housing Association 2000

HOW DOES THE MANAGEMENT COMMITTEE WORK?

The full Management Committee meets once a month.

In addition to this, Sub Committees of the Management Committee also meet on a regular basis to discuss specific areas of the Associations work.

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.

INTERESTED IN JOINING?

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

Hillhead Housing Association 2000
2 Meiklehill Road
Hillhead
Kirkintilloch G66 2LA
Telephone: 0141 578 0200
Fax: 0141 578 4817
Freephone: 0800 052 3188
Email: admin@hillheadhousing.org
Website: www.hillheadhousing.org

The information in this document is available in other languages or on tape/CD, in large print and also in Braille.

For details contact the Association on 0141 578 0200 or e-mail: admin@hillheadhousing.org

本文件所載資料備有中文(廣東話)版本，也可以製作成錄音帶/光碟，以及利用特大字體和凸字印製，以供索取。
欲知有關詳情，請聯絡本協會，電話：0141 578 0200，或向我們發送電郵，電郵地址：
admin@hillheadhousing.org

Tha am fiosrachadh anns an sgrìobhainn seo ri fhaotainn ann an Gàidhlig no air teip/CD, sa chlà mòr agus cuideachd ann an Clò nan Dall.
Airson tuilleadh fiosrachaidh, cuiribh fios dhan Chomann air 0141 578 0200 no cuiribh post-dealain gu: admin@hillheadhousing.org

इस दस्तावेज़ में दी गई जानकारी हिन्दी में भी या टैप, सी डी, वड़ी छाप और ब्रैल में भी उपलब्ध है। विवरण के लिए एसोसिएशन को नम्बर 0141 578 0200 पर या ई-मेल के द्वारा सम्पर्क करें:
admin@hillheadhousing.org

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਪੰਜਾਬੀ ਵਿੱਚ ਵੀ ਜਾਂ ਟੇਪ, ਸੀ ਡੀ, ਵੱਡੀ ਛਪਾਈ ਅਤੇ ਬ੍ਰੈਲ 'ਤੇ ਵੀ ਉਪਲਬਧ ਹੈ। ਵੇਰਵੇ ਲਈ ਐਸੋਸੀਏਸ਼ਨ ਨੂੰ ਨੰਬਰ 0141 578 0200 'ਤੇ ਜਾਂ ਈ-ਮੇਲ ਰਾਹੀਂ ਸੰਪਰਕ ਕਰੋ:
admin@hillheadhousing.org

اس دستاویز میں درج معلومات اردو زبان یا آڈیو ٹیپ / سی ڈی، بڑی طباعت اور بریل میں بھی دستیاب ہیں۔
تفصیلات کے لئے ایسوسی ایشن سے ٹیلیفون نمبر 0141 578 0200 یا ای میل admin@hillheadhousing.org کے ذریعے رابطہ قائم کریں۔



BECOMING A MANAGEMENT COMMITTEE MEMBER OF HILLHEAD HOUSING ASSOCIATION 2000