

Schedule 3
Roles and Responsibilities
for
Carradale Community Trust

ROLES AND RESPONSIBILITIES

This following summary table is not an exhaustive list and is always subject to the specific wording of the Constitution.

Item	Clauses	Who is responsible?	Who has the main role?	Review
Register of Members & Trustees	12-14, 67-69	All trustees	Secretary	Annually
Re-registration of members	15-17	All trustees	Secretary	Annually
Declaration of Interest	77, 79, 82, 94 & 95	All trustees	Secretary	Annually
Meeting Minutes	51-53, 96-98	All trustees	Secretary	per meeting
Date of Next Board Meeting	64, 65	All trustees	Chair & Secretary	per meeting
Date of AGM	26-29	All trustees	Chair	Annually
Accounts – reporting & filing	107, 108	All trustees	Treasurer	Quarterly & annually
Operation of Accounts	105, 106	named individuals	Treasurer	Annually
Chairing Meetings	88, 89		Chair	Annually
Delegation of powers	81 - 84	All trustees	named trustee	as per agreement

Operation of Accounts

The following individuals have been appointed by the Board as signatories for the operation of the organisation's accounts as per Clauses 105 & 106 of the Constitution:

Name:

Position: Treasurer

Name:

Name:

Position:

Position:

Date:

Treasurer & Chair's Signatures:

To be reviewed Annually.