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|   | **Qualities** | **Responsibilities** |
| **CHAIR PERSON** | * Respected.
* Has good ideas.
* Trustworthy.
* Fair with everyone and treats everyone equally.
* Listens to others and takes their opinions into account.
* Organised.
* Capable of summarising the views of many people.
 | * To call the meetings to order, announce the agenda and lead discussions.
* To ensure that the meetings follow proper procedure and that the Constitution is followed and respected.
* To maintain discipline and charge fines as needed. To facilitate discussions and to ensure that everyone’s views are listened to.
* To resolve conflicts.
* To represent the Association to outsiders and non-members.
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| **RECORD KEEPER** | * Good with numbers and capable of maintaining the passbooks.
* Trustworthy.
* Intelligent.
* Reputed for honesty.
* Available for specialised training by the PRC FS
 | * Ensures that all financial transactions concerning social fund, share purchase/savings and lending take place according to procedure.
* Makes all passbook entries for shares and loans.
* Provides a verbal summary of the financial state of Association affairs at every meeting.
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| **BOX KEEPER** | * Numerate
* Trustworthy and with a strong character.
* From a family with a good reputation.
* Lives in a secure house, close to the meeting-place.
* Reliable and responsible.
 | * Keeps the Association box in between Meetings.
* Will support Record-Keeper during Meetings.
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| **MONEY COUNTERS** | * Numerate
* Trustworthy.
* Calm and organized.
 | * Verifies all movements of money both in and out of the cash-box.
* Counts the money during each cash-box operation.
* Informs the Record-keeper of each transaction.
* Assists Record-keeper in resolving any cash discrepancies.
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| 3 KEY HOLDERS | * Members of the General Assembly and not the Management Committee.
* Cautious people who are unlikely to lose the key.
* Not members of the same family.
 | * Bring the key to the meetings.
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