

CRAIGENDARROCH OWNERS' CLUB COMMITTEE

As Craigendarroch continues to need significant works and upgrades, we feel it is right that Committee members are able to focus on the content of our Committee meetings so that decisions are made by fully informed members and not distracted by minute taking. A non-voting Secretary is therefore crucial to the smooth running of the COC.

In addition to minute taking, we are looking for a person who is capable of understanding, interpreting and assisting the Committee in conforming to the Club constitution.

The general outline of the role is as follows:

Craigendarroch Owners' Club Committee – Secretary Role

- Arranging and co-ordinating Committee meetings
- Raising and circulating the agenda for Committee meetings
- Recording and circulating for approval the minutes of Committee meetings
- Responding to Club related owners' correspondence on behalf of the Committee
- Arranging and co-ordinating annual, special and extra-ordinary general meetings
- Raising and circulating agendas and minutes of any and all of those meetings
- Liaising with the Club Trustee on any matters that the Committee may from time to time request
- Ensuring that the Club Trustee is aware of changes to Committee membership
- Ensuring that the Club Trustee is aware of changes to the constitution
- Ensuring that the Committee adheres to the constitution and the Management Agreement.
- Providing a monthly update to committee members on correspondence topics raised by Owners

In recognition of the above, the Club will pay an honorarium of £2,000 per annum on or around the Annual General Meeting for the year ahead. The level of this honorarium will be reviewed and confirmed at the first Committee meeting after the AGM each year.

Expenses to attend meetings or for any costs incurred in performing the role are recoverable from the Club by following the expenses claims process. Mileage rates conform to HMRC guidelines.

It is desirable that the Secretary is a lodge owner but not essential.

Anyone interested in holding this position should please forward their details and a short resume, by email to chairman@craigendarroch.com

Yours sincerely

Peter Drury
Chairman