

STYLES HOUSE TMO

The TMO Office, Styles House, Hatfields, London SE1 8DF

APPENDIX B

To Code of Governance

DUTIES AND RESPONSIBILITIES OF A COMMITTEE MEMBER

The role of a Committee Member is to occupy a position of trust and demonstrate a commitment to the Management Committee, the TMO Staff and the tenants of Styles House TMO as a whole.

As a Committee Member you will be expected to:

- 1) Attend as many Management Committee meetings, General meetings, the AGM and any other special meetings called as possible. Apologies for absence should be given for non-attendance.
- 2) Read all minutes, agendas and accompanying paperwork in advance of any meetings
- 3) Act in a manner prescribed by the Code of Conduct and Confidentiality agreement.
- 4) Act in accordance with the TMO Rules as appropriate.
- 5) Subscribe to and attend sub-committees wherever possible.
- 6) Attend training sessions as required.
- 7) Agree that the Committee decision is final irrespective of your own personal thoughts in accordance with the Code of Conduct.
- 8) To promote the ethos of the TMO and attempt to improve membership.

I, the undersigned acknowledge and accept the role of Committee Member and in doing so, fully accept to abide by these duties and responsibilities to the best of my capabilities.

Signed _____ Dated _____