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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. |
| **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. |
| **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. |
| **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. |
| 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. |