

**Chairman:** chair meetings/ represent association/ have casting vote

**Treasurer:** hold bank account/ pay money in/ pay bills/ prepare annual accounts

**Secretary:** make agenda for meetings and distribute/ write minutes of meetings and distribute

**Membership Secretary:** keep list of members/ keep list of plot holders and spare plot/ allocate spare plots/ receive membership and tenancy agreement forms and money

**Information Technology Officer:** manage the website

**Compliance Officer:** support members to uphold rules and regulations of the association