

GET INVOLVED

Getting Started

TRA Committee Member: Roles and Responsibilities

This section details the duties of all Committee members.

Committee Responsibilities

Your Committee is required to be elected annually.

The Committee's role is to make sure your TRA is run properly and is responsive to your residents.

Your Committee should:

- Ensure efficient running of the group
- Hold a minimum of 4 general meetings, one of which can be the AGM
- Discuss local issues and make decisions based on voting at meetings
- Represent the views of its members and local residents
- Ask neighbours for their views on important issues and feed these views back at a committee meeting
- Attend meetings and report back if they have carried out previously agreed actions or attended events or meetings
- Help to organise events and activities
- Help to distribute leaflets and information relating to TRA activities
- If able, volunteer when a task needs doing
- Be responsible for keeping the constitution and other policies and governance arrangements up-to-date and where appropriate, remind others of the conditions in the constitution

The Role and Conduct of a Committee Member

Committee members are the vital backbone of a TRA and their role is to:

- Have a positive attitude and good team spirit
- Contribute to discussions and make positive suggestions
- Ensure differences of opinion do not cloud the work of the TRA
- Respect confidentiality and not discuss the private affairs of either the committee or residents
- Support the Committee's democratic decisions, even when it is not the outcome they wanted

