

Welcome to the BHHC Management Committee

Balsall Heath Housing Coop
Community Room
2 Gosford Street. B12 9ER

www.bhhc.co.uk

❖ Annual General Meeting

This meeting takes place every September.

Typical items discussed and approved by General members:

- Elect new Committee members
- Minutes of last Annual General Meeting
- Audited accounts and the election of Auditor
- Management and Repairs Annual Report
- Any other business (a.o.b)

❖ General Meeting

This meeting takes place every February.

Typical items discussed and approved by General members:

- Co-opt new Committee members
- Minutes of last General Meeting
- Proposed rent & service charge increases
- Draft budget approval
- Any other business (a.o.b)

❖ Management Committee Meeting

This meeting takes place on the last Wednesday of each month.

Typical items discussed and approved by Committee members:

- Co-opt new Committee members
- Minutes of last Committee meeting
- Tenants' requests. Other Correspondence
- Monthly repairs-report. Maintenance of BHHC properties
- Rent Arrears. Tenancy Breaches. Anti-Social Behaviour
- Any other business (a.o.b)

❖ Appointment of Committee Officer Roles

This takes place at October's Committee Meeting

❖ Agenda requests

All Tenants and Committee members can request for a particular *issue* to be discussed at Co-op meetings.

Give your request within two weeks notice before any meeting to:

The Secretary, Chairperson or Agency Communities Officer

❖ Contacts

- Committee Secretary:
- Committee Chairperson:
- Management Agency Communities Officer:
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❖ Attendance at meetings

Please try to arrive at meetings on time.

If unable to attend a meeting before it takes place, then contact:

The Secretary, Chairperson or another Committee Member

(See Coop Model Rules 1975 - Rule 37 'attendance at meetings')

❖ Folder Contents

- Committee Code of Conduct *(to be signed, dated & witnessed)*
- Coop Model Rules 1975 *(transcribed)*
- Diary, Pen, Highlighter Pen

❖ Examples of other Co-op Policies *(available in Pdf format)*

- *Committee Handbook (Officer Roles)*
- *Community Lettings*
- *Schedule of Financial Arrangements*
- *Planned Maintenance*
- *Rent Arrears*
- *Complaints Procedure*