

BHHC Management Committee Welcome

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:

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

❖ General Meeting

This meeting takes place every February.

Typical items discussed and approved by General members:

- Minutes of last General Meeting
- Proposed rent & service charge increases
- Draft budget approval
- Co-opt new Committee members.
- 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:

- Minutes of last Committee meeting
- Monthly repairs report
- Rent and Arrears
- Maintenance of BHHC properties
- Correspondence
- Co-opt new Committee members.
- Any other business (a.o.b)

❖ Appointment of Committee Officer Roles

This takes place at October's Committee Meeting.
(One month after the Annual General Meeting)

❖ Agenda requests

- If you need an *issue* placed on the Agenda for discussion at any of the Co-op meetings, then give your request, with two weeks notice to:
The Secretary, Chairperson or the 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 any meeting before it takes place, then contact:

The Secretary, Chairperson or another Committee Member

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

- *Other Co-op Policies:*
 - Committee Code of Conduct *(to be signed, dated & witnessed)*
 - Coop Model Rules 1975 *(transcribed)*
 - Committee Handbook *(Officer Roles)*
 - Complaints Procedure
 - Community Lettings
 - Rent Arrears
 - Financial Arrangements
 - Planned Maintenance
 - Rechargeable Repairs Policy