

JOB DESCRIPTION OF THE CHIEF EXECUTIVE

The Chief Executive is responsible for ensuring that the interests and assets of the members are managed legally, appropriately and efficiently.

In order to achieve this overall aim the Chief Executive will carry out the following tasks listed in the Kensington Friendly Collecting Society rulebook:

- Ensure that the agreed strategic aims of the Society are implemented.
- Ensure that the Society is adhering to the rules and guidance of the Financial Services Authority.
- Ensure that the expenditure of the Society is managed and controlled, as far as is possible within agreed budgets.
- Ensure that assets of the members are invested and managed appropriately and investment advisers are suitable and competent in carrying out their functions.
- Be responsible for the Human Resources Management of the Society. This will include recruitment and selection, discipline, grievance, pay and conditions, Training and Development, Staff appraisals.
- Be responsible for satisfying any complaints made against the Society or its Employees.
- Be responsible for maintaining and developing the skills and knowledge required to discharge the functions of the office of Chief Executive

The Chief Executive is responsible under the immediate authority of the Committee for the conduct of the business of the Society and shall:

- give notice and call all meetings of the Society, the Committee and Subcommittees, and keep all papers and documents relative thereto in such manner as the Committee shall require;
- Attend all meetings of the Society including the Committee and sub committees unless required by the Committee not to do so
- Record the names of the Officers in attendance, also the minutes of proceedings of the meeting which shall be authorised on the signature of the Chairman;
- Receive all proposals for admission for membership of the Society for approval and recording;

- Receive requests for benefit, allowances or expenses of management of the Society to authorise same and give written instruction to the Company Secretary for payment thereof;
- Prepare and send all the returns relating to the government of the Society required by law to the appropriate authority;
- Give instructions to the Society's solicitors, actuary, auditor, broker, surveyor, valuer and agents, providing them with such information, documentation and papers to enable them to complete legal documentation or prepare reports, valuations, accounts, surveys of property, or documents relating to investments, and other matters as appropriate;
- keep the deeds and documents of title in respect of property and other investments in a safe place and make them available as directed, and for inspection at each audit of accounts;
- Pay over all moneys received by him upon behalf of the Society or members immediately to the Company Secretary and give up all documents and property belonging to the Society when ordered to do so by the Committee;
- Be an authorising signatory together with the Company Secretary and such others, as determined by the Committee, to all the Society's bank accounts;
- Shall be responsible to the Committee for any appointment or termination of the employment of staff which is delegated to him by the Committee.
- In consideration of the several duties required of him the Chief Executive shall receive for his services such remuneration as the Committee may from time to time determine.
- When a Chief Executive deems that he has been dealt with unfairly then he, in addition to any statutory rights, shall have the right of recourse to the Annual General Meeting; or a Special General Meeting of the Society.
- Where a person becomes or ceases to be the Chief Executive the Society shall within seven working days give notice of that fact to the Financial Services Authority, stating the person's full name and address and the date on which he became, or ceased to be, Chief Executive.