

Roles for the Tenant Advisory Committee

Tenant Advisory General member	Sitting Representatives (in addition to the general role responsibilities, skills, and qualities)	Co-chair (in addition to the general role responsibilities, skills, and qualities)
<p>Number: 25</p> <p>Tenure: 1 year</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ○ Read and respond to emails. ○ Read agenda and provide any input to the secretary. ○ Step in for sitting rep if they become unavailable. ○ Read minutes. ○ Participate in surveys. <p>• Skills and Qualities:</p> <ul style="list-style-type: none"> ○ Advocacy ○ Commitment ○ Attention to detail ○ Proactive ○ Confident ○ Communication and listening ○ Flexible ○ Open minded <p>Commitment: Reading all emails and meeting materials, participating in feedback, becoming a sitting representative when required.</p> <p>Time Allocation: 13/year (8 hours reading, 5 unscheduled)</p>	<p>Number: 3 (from General group)</p> <p>Tenure: 1 year</p> <p>• Responsibilities</p> <ul style="list-style-type: none"> ○ Prepare and read all information before the meeting. ○ Attend meeting and actively contribute to each item. ○ Review minutes <p>• Skills and Qualities:</p> <ul style="list-style-type: none"> ○ Collaboration and teamwork ○ Being prepared and thinking about each item ○ Reliability & Accountable ○ Discrete and respectful ○ Understanding of TAC’s goals <p>Commitment: Reading all emails and meeting materials, participating in feedback. Attend a minimum of four scheduled meetings per year (4 hours, 2 hours to attend and 2 hours for pre and post meeting reviews)</p> <p>Time Allocation: 21 hours/year (16 in meetings, 5 unscheduled)</p>	<p>Number: 1 (from General group)</p> <p>Tenure: 1 year</p> <p>• Responsibilities</p> <ul style="list-style-type: none"> ○ Discuss and finalise agenda with the chair. ○ Send the agenda and meeting invitation to required members.* ○ Co-chair the meeting. ○ Review draft minutes and confirm with the chair. ○ Summary video of the meeting outcomes for all tenants.* <p>• Skills and Qualities:</p> <ul style="list-style-type: none"> ○ Collaborative and supportive ○ Organised/time management ○ Communication skills <p>Commitment: Four scheduled meetings per year 8 hours each (3 hours post meeting for minutes and video creation+ 3 hours prep, and 2 hours attending)</p> <p>Time Allocation: 42 hours/year (32 in meetings, 10 unscheduled)</p> <p>*assisting the TAC Coordinator</p>

