



Document Control Information

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Introduction & Purpose

The shareholding members of Mara's Housing Co-operative Ltd. are responsible for all aspects of the co-operative's operations and the maintenance of the property. As this is a large remit it is important to have defined areas which members can opt to take on responsibility for and organise related tasks necessary for the functioning of the organisation. These members are 'delegates' for those areas. We also have the officerships of Secretary and Treasurer as required by our Primary Rules.

Officerships

As laid out in our FCA Primary Rules, Part 3 Section 17, the housing co-operative has a legal responsibility to have two officer positions filled:

Secretary - must ensure that meetings are properly called and minutes kept, that the register of members and officers is maintained, that the use of the seal is recorded, that the Secondary Policy Document is updated, and that the appropriate returns are made to the appropriate authority.

Treasurer - is responsible for managing the financial affairs of the Co-operative and ensuring that adequate records are kept.

The officers are elected by majority vote (provided there is quorum) at the co-operative's Annual General Meeting for a term of 1 year. The two positions cannot be held by the same person, and no one person can hold a position for more than two years consecutively.

Officership	Member	Elected	Must stand down
Secretary	Samuel Revell	25/01/2026	2027 AGM
Treasurer	David Parkes	25/01/2026	2027 AGM



Delegates

If a member wishes to take on a delegate role this is approved by consensus at a General Meeting. A vote is not required. There is no limit on how long a member can hold a delegate role or the number of roles they can hold. Normally only one member holds a given delegate role, but in cases where multiple members are interested in or qualified for the responsibility they may each be delegates for that area. Delegate roles are reviewed at Annual General Meetings.

Delegate Role	Member(s)	Approved
First Aider	unassigned	
Mental Health First Aider	unassigned	
Fire Safety	unassigned	
Food Safety	Salem Newman	25/01/2026
Water Safety	unassigned	
Electricity & Gas	unassigned	
Property Maintenance	Isabel Okaya	25/01/2026
Energy Champion	Mario Santana	25/01/2026
IT and Tech Support	Gwen Sylvie	25/01/2026
Data Protection	Isabel Okaya / Gwen Sylvie	25/01/2026
Loans	David Parkes	09/11/2025
Grants	Samuel Revell	09/11/2025
Community Outreach	Marlow Bushman	25/01/2026



Shared Responsibilities

Mara's Housing Co-operative recognises that the officers are the bottom-line for responsibilities encompassing their roles. However, the co-op expects the responsibilities of these two roles, especially that of the secretary, to be spread out amongst all co-op members. All members should be familiar with policy documents and necessary actions to meet compliance. All members should be practiced at maintaining the shared calendar, calling general meetings, and taking minutes. It is important not only to support officers in their roles, but to keep members familiar with officer responsibilities as these positions must be reassigned every two years. It is very likely that you will be requested to hold an officer position at some point in your tenancy.