**OWRA**

**Job Descriptions**

**Chairman**

1. Set up and chair Board meetings
2. Set up and run AGM
3. Recruit the Board and supporting positions
4. Support the members of the management team in their respective tasks
5. Promote the OWRA with the residents to facilitate recruitment
6. Drive long term planning and direction

**Planning and development**

1. To set and adapt the Planning Guidelines and the Building Activity Guidelines to meet current needs
2. [To set and adapt the Guidelines for Owners & Residents to meet current needs]
3. To review all planning applications and assess whether they meet the Planning Guidelines
4. To submit representations to Elmbridge Borough Council on behalf of OWRA in respect of planning applications in appropriate cases
5. To work with developers and owners to, where possible, ensure that building activity is undertaken in line with the Estate guidelines
6. Co-ordinate with the Treasurer to raise invoices for Development Contributions and play an active part in collecting the amounts invoiced
7. Oversee the Deed of Easement and covenant process and maintain files

**Finance**

1. Timely payment of invoices
2. Overseeing OWRA team adherence to expenditure agreement and sign off
3. Creation of monthly accounts
4. Annual accounts and approval by Auditors
5. Annual budgeting process
6. Treasury strategy and implementation
7. Managing Estate insurance
8. Oversee collection of subscriptions working with Global Brokers
9. Main contact into Global Brokers and control of the DropBox

**Trees and Verges**

1. To oversee and manage the tree strategy
2. To manage the various suppliers in terms of quality and cost
3. To assess all exceptional requirements and obtain the number of quotes according to the OWRA finance processes
4. To oversee and manage the planting budget
5. To direct the Estate work on trees and verges in terms of priorities
6. To manage corrective measures from storm damage including potential insurance claims
7. To address abuse of the verges by residents and builders (skips, rubbish etc)

**Security**

1. Minimise where possible the Estate being seen as an easy target by criminals
2. Minimise where possible the Estate being used as a cut through
3. Maintain the gates and any security systems through third parties
4. Ensure that third parties deliver quality service and value for money
5. Manage a set of gate key holders in case of gate failures
6. Optimise the estate lighting
7. Manage the Estate electrical supply to gates and security
8. Manage the ANPR data and recommend best use of the ANPR system
9. Oversee the CCTV data and respond to security issues
10. Ensure legal compliance to CCTV and ANPR data capture and control

**Drains and water**

1. Maintain the drains to minimise puddling and flooding
2. Work with Thames Water and maximise the use of the TW system
3. Oversee and approve drainage changes on developments
4. Work with Thames Water to ensure optimised water pressure on the estate
5. Ensure that third parties deliver quality service and value for money
6. Develop a 3-5 year outlook for drains for input to the Estate long term planning

**Gates & roads**

1. Maintain the roads in an excellent and safe condition.
2. Maintain the gates through third parties.
3. Work with BT Openreach on the maintenance of the fibre infrastructure
4. Ensure that third parties deliver quality service and value for money
5. Manage the road sweeps and gully sucks
6. Manage a set of gate key holders in case of gate failures
7. Optimise the estate lighting
8. Manage the Estate electrical supply to gates
9. Develop a 5-10 year outlook for road resurfacing for input to the Estate long term planning

**Communications**

1. Ensure that the Estate residents are kept well informed regarding the Board activities, key initiatives and relevant Estate information
2. Manage communications, reminders etc regarding surveys, AGMs etc
3. Manage the OWRA website
4. Ensure that the OWRA optimises communication channels and offers various communication medium that work for all of the Estate residents
5. Management of the email and communications platforms
6. Keep up to date crime data for the Estate

**Company Secretary**

1. Manage the Directors listings with Companies House
2. Facilitate the Deed of Easement process
3. First point of call for anything of a legal nature
4. To manage any interactions with the Estate Solicitors / Lawyers (DC)
5. Minute or oversee the keeping of minutes, for all management team meetings, AGMs and SGMs (DC)