# LISTER HOUSING CO-OPERATIVE LTD

### **COMMITTEE AND STAFF STRUCTURE**

# COMMITTEE STRUCTURE

I MANAGEMENT COMMITTEE

AGM

---- Office Bearers Sub Group (Chairperson, Secretary and Treasurer)

Sub Groups:

Office-Bearers

Allocations & Membership/Interview Panel

Finance
Audit
Employment
Maintenance
Social/Community

# STAFF STRUCTURE

CEO John Rankin -----

IIIIHousing OfficerIIIMark StolarekOffice AssistantICleanerIElaine CouttsI

Housing Assistant

Fiona Dodds Gardener/Handyperson/ Position Vacant

Stair cleaner

### AGENCY SERVICES

HARBOUR HOMES - Finance (Quarterly & Annual accounts; Budget)

Contract management/Procurement

MANOR ESTATES HA Ltd - Maintenance (Contract management)

Gas servicing tender/contract

# PROFESSIONAL SERVICES

BANKERS Bank of Scotland SOLICITORS T C Young EXTERNAL AUDITORS Chiene & Tait

INTERNAL AUDITORS Quinn Internal Audit & Business Support Services

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