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The Job of a Committee

Welcome to the first edition of Smarter Strata!

I am pleased to bring you VBCS' weekly publication, Smarter Strata. This is a Committee Member education platform designed to provide our valued clients with information, tips and training on a range of topics related to their roles and responsibilities. It is a quick single topic training note sent each week.

We feel that an important part of our role as an Owners Corporation Manager is to support our clients in their roles within their community.

I would also like to take the opportunity to thank Teys Lawyers who have helped develop this education platform.

We commence this training with a twelve part series on **Effective Governance for Executive Bodies of Strata Communities:**

Part 1 of 12: The Job of the Committee.

A clear statement of the role and responsibilities of any group can be the biggest step towards improving effectiveness and satisfaction.

While there are some legal differences between the role of a committee, council or executive of a strata community (as they are variously called), there are analogies between the practical functions of a committee and the board of a company. In this analogy, the strata manager is the CEO of the company.

Drawing on the board analogy, the practical functions of the committee of a strata community are these:

- Articulate the strata community's mission and values;
- Provide strategic direction;
- Confirm and monitor the strata community's programs and services;
- Support the owners corporation manager and review their performance;
- Ensure that adequate resources are available and that they are managed effectively;
- Enhance the strata community's image within the strata community;
- Resolve conflicting priorities;



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- Resolve conflict between members of the strata community;
- Ensure compliance with the law;
- Assess the committee's own performance.

Self-analysis by most committees would show some gaps against this checklist of functions.

This series of training notes in 12 parts will address these issues in the following order:

1. The role of the committee (this note);
2. The mission, vision and values of a strata community;
3. The relationship between the owners corporation manager and the committee;
4. Effective committee meetings;
5. Chairing meetings;
6. Risk management;
7. Compliance with legal obligations;
8. Financial planning and control;
9. The committee and extraordinary expenditure;
10. Measuring progress;
11. Relations with other strata communities; and
12. Recruitment and succession planning.

The series will draw on and adopt the work of David Fishel, *The Book of the Board; Effective Governance for Non Profit Organisations* (The Federation Press 2008).

Future series include:

- Cost savings for a Strata Community
- Common Misconceptions of Strata

Next week - The mission, vision and values of a strata community.



Thank you Teys Lawyers for developing great notes for our clients.

<http://www.teyslaverys.com.au>