



Membership with the Strata Committee

Overview

Every Strata Scheme in New South Wales, regardless of its size, has to have an Strata Committee.

Strata Plan 38936, otherwise fondly known as Waratah Apartments, has been self-managed by dedicated unpaid volunteers for over 18 years. Our Strata Committee is responsible for a significant number of matters that ensure smooth, effective and economical operation of our large and complex strata.

Joining the Strata Committee is as rewarding as it is challenging. The outline of the roles, responsibilities and competencies provided below gives an idea of what time and effort commitment is required from the Strata Committee members to ensure constructive operation of our strata.

Compliance with the Code of Conduct

Committee members and office holders are expected to comply with the Code of Conduct, which can be obtained from the Secretary.

Expected Responsibilities and Time Commitment

The role of an Strata Committee member is varied and at times unpredictable. In addition to regular matters to ensure smooth operation of the strata, the Strata Committee members deal with building maintenance issues requiring decision, facilitate multitude of matters concerning owners and residents and attend to various emergencies. Additionally, the Strata Committee members are expected to participate in both skill-based and other subcommittees, such as, By-law or Community. We also just commenced an exciting Building Enhancement project that will further elevate Waratah's reputation and desirability, but will require additional time and effort from the Strata Committee members.

The list below provides an idea of the typical tasks that an Strata Committee member, including office holders, will deal throughout the year:

- ✓ Attend regular Strata Committee meetings held approximately every 4-6 weeks, held from around 5.30 pm on a day agreed by the Strata Committee and lasting between 2 and 4 hours;
- ✓ Attend to internal and external correspondence as required;
- ✓ Be available by phone, email and in person in order to facilitate decisions on matters that may require attention between the Strata Committee meetings;

- ✓ Support office holders with fulfilling their duties;
- ✓ Join and actively contribute to one or more of the sub-committees, such as House and Garden, By-Law, Community or as determined by the Strata Committee from time-to-time;
- ✓ Take active interest and participate in the Building Enhancement project;
- ✓ Contribute to the agenda development and facilitation of regular meetings and AGMs;
- ✓ Facilitate tender processes for goods and service as required;
- ✓ Negotiate agreements with vendors;
- ✓ Manage performance of the Building Manager, Concierge, Security and other contractors as required;
- ✓ Identify and facilitate process improvement opportunities;
- ✓ Be available to attend to emergencies as required.

Desired Competencies

Whilst no specific competencies are mandated or required in order to become an Strata Committee member, having a skill-based Committee ensures that complex matters that otherwise may require engagement of professional, expensive resources (*such as lawyers, accountants, commercial managers*) can be handled in-house.

The list below provides a guide on the desired competencies. By no means, it is all-encompassing as many other diverse competencies and skills can be of significant value.

- ✓ Some level of financial acumen and/or accounting skills
- ✓ Excellent verbal communication and interpersonal skills
- ✓ Excellent written communication skills
- ✓ Ability to deal with difficult situations and people
- ✓ Ability to meet deadlines
- ✓ Good facilitation skills
- ✓ Strong sense of community

Responsibilities and Competencies of the Office Holders

In addition to the responsibilities and competencies listed above, Strata Committee Office Holders carry the following responsibilities that call for suggested additional competencies.

Role	Responsibilities	Competencies
Chair	<ul style="list-style-type: none"> ✓ presides at all meetings ✓ conducts meetings ✓ decides on issues relating to voting and procedure <p><i>note: does not have a deciding vote</i></p>	<ul style="list-style-type: none"> ✓ leadership and organisational skills ✓ proven management experience ✓ superior facilitation skills, with ability to draw out information from others and lead others to agreement ✓ conflict resolution skills ✓ ability to structure and prepare compelling presentations and clearly communicate key messages backed by facts ✓ financial acumen
Secretary	<ul style="list-style-type: none"> ✓ convenes the Strata Committee meetings and General meetings ✓ prepares, takes and distributes agendas and minutes of all meetings ✓ attends to correspondence on behalf of the Owners Corporation ✓ maintains administrative and secretarial records of the Owners Corporation ✓ maintains the strata roll ✓ gives the notices required to be given under the Strata Act on 	<ul style="list-style-type: none"> ✓ superior organisational skills ✓ attention to detail ✓ time management ✓ excellent planning, administrative and organisational skills

	behalf of the owners corporation and of the Strata committee ✓ enables the inspection of documents on behalf of the owners corporation in accordance with section 108 ✓ attends to matters of an administrative or secretarial nature in connection with the exercise, by the Owner's Corporation or the Strata Committee, of its functions.	
Treasurer	✓ issues levy notices ✓ receives and banks money on behalf of the Owners Corporation ✓ prepares Section 109 certificates ✓ prepares financial statements and other financial records ✓ maintains accounting records ✓ proposes the level of levies ✓ determines the scheme's future expenditure for the sinking fund ✓ facilitates audits	✓ superior organisational skills ✓ superior attention to detail ✓ experience in finance or accounting and/or significant level of comfort with numbers ✓ superior analytical ✓ superior excel skills ✓ excellent planning, administrative and organisational skills