



The role of the Committee

The roles of the Committee Members

Executive members - the only people who can authorise the Body Corporate Manager.

Chairperson – the only defined duty of the Chairperson is that they must chair the meetings. The Chairperson must rule a motion out of order if:

- It is illegal, conflicts with by laws, or is unenforceable
- Not included on the meeting agenda notice

They must also declare the result of the vote of each motion. The Body Corporate Manager may advise and help the Chairperson where necessary.

Secretary – responsible for the incoming and outgoing correspondence of the Body Corporate, required to call general and committee meetings, arrange voting papers, nominations, motions, meeting minutes etc. The Body Corporate Manager is able to fulfil these duties if it is stated so in the Management Agreement.

Treasurer – responsible for the levy notices, compiling budgets, levy arrears notices etc. The Body Corporate Manager is able to fulfil these duties if it is stated so in the Management Agreement.

Ordinary member – a member of the Committee who has no duties under the legislation but still participates in all Committee discussions, votes and meetings.

Non-voting member – Body Corporate Manager and On Site Manager.

Restrictions on the Committee

The committee is not allowed to make decisions on issues that the legislation has specifically stated that they are restricted from. These include:

- Fixing levies
- Changing rights, privileges or obligation of lot owners
- Reversing decisions made at previous general meetings
- Starting court proceedings (except levy recovery and by-law contraventions)
- Issues that the Act states require ordinary, special, majority or without dissent resolutions

The committee is also restricted on its expenditure. The legislation states that they are allowed to spend a maximum of the amount stipulated multiplied by the number of lots in the Scheme. It is currently set at \$200 per lot. Approval for anything in excess of this needs to be granted from the Body Corporate by a general meeting, all owners have given written consent or in an emergency.

What does a Committee discuss

Generally the committee implements the decisions of the Body Corporate from the general meetings. But they also discuss issues relating to:

- Building defects – particularly if the Scheme is new and there are a number of “teething” issues.
- Insurance claims
- Correspondence both to and from the Body Corporate
- Approval of budgets and finances
- By Law enforcement
- Building maintenance
- Management of Common Property