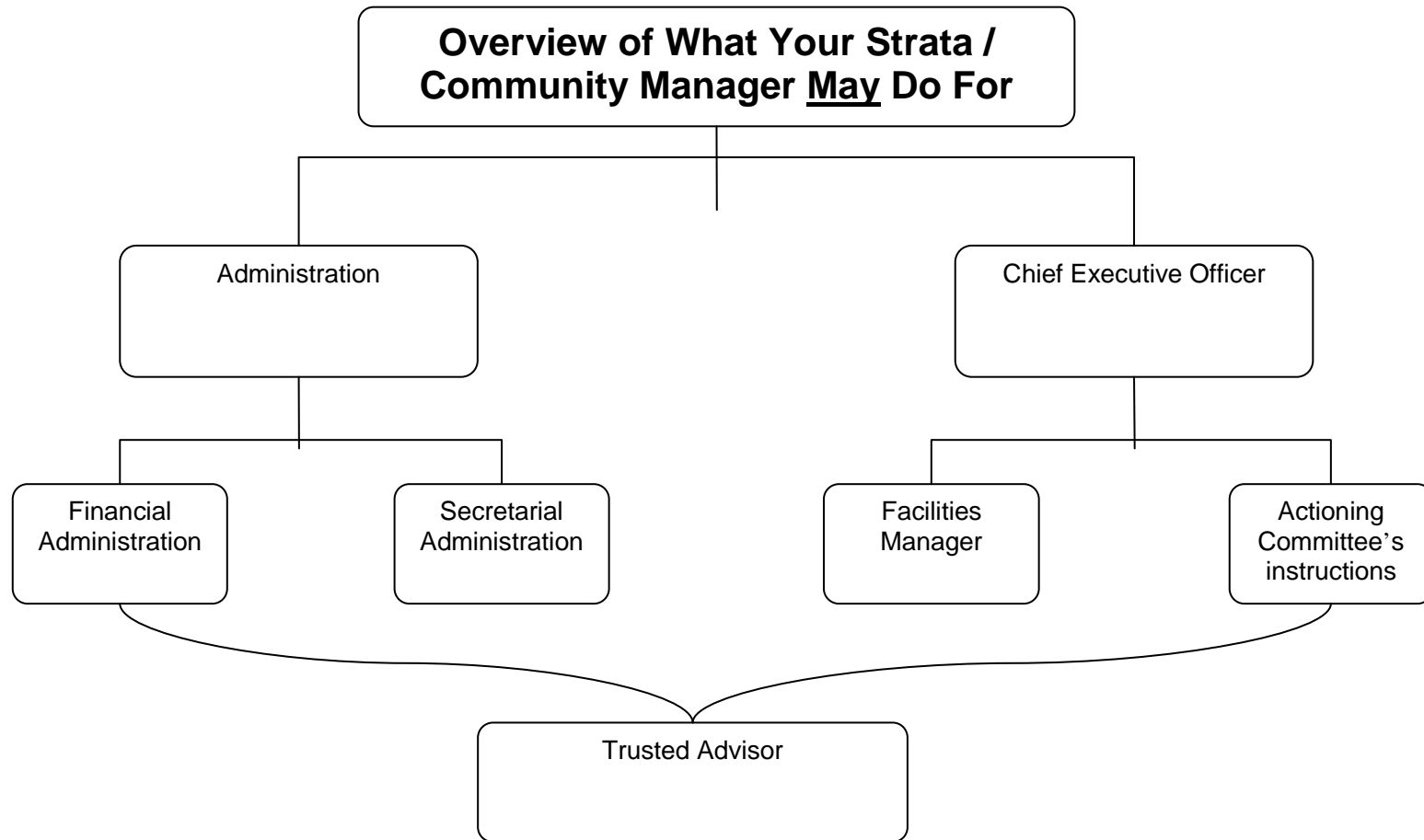


The Committee and Owners Flowchart Guide to Understanding the Role of the Strata / Community Manager

**This guide is to be read in conjunction with the paper
“Building a better partnership between the executive
committee and the strata manager”, prepared for the
2011 Griffith Strata Conference**



Committee Actions

1. Have you discussed your needs with your Community manager?
2. Does your contract reflect your expectations of your Community manager?

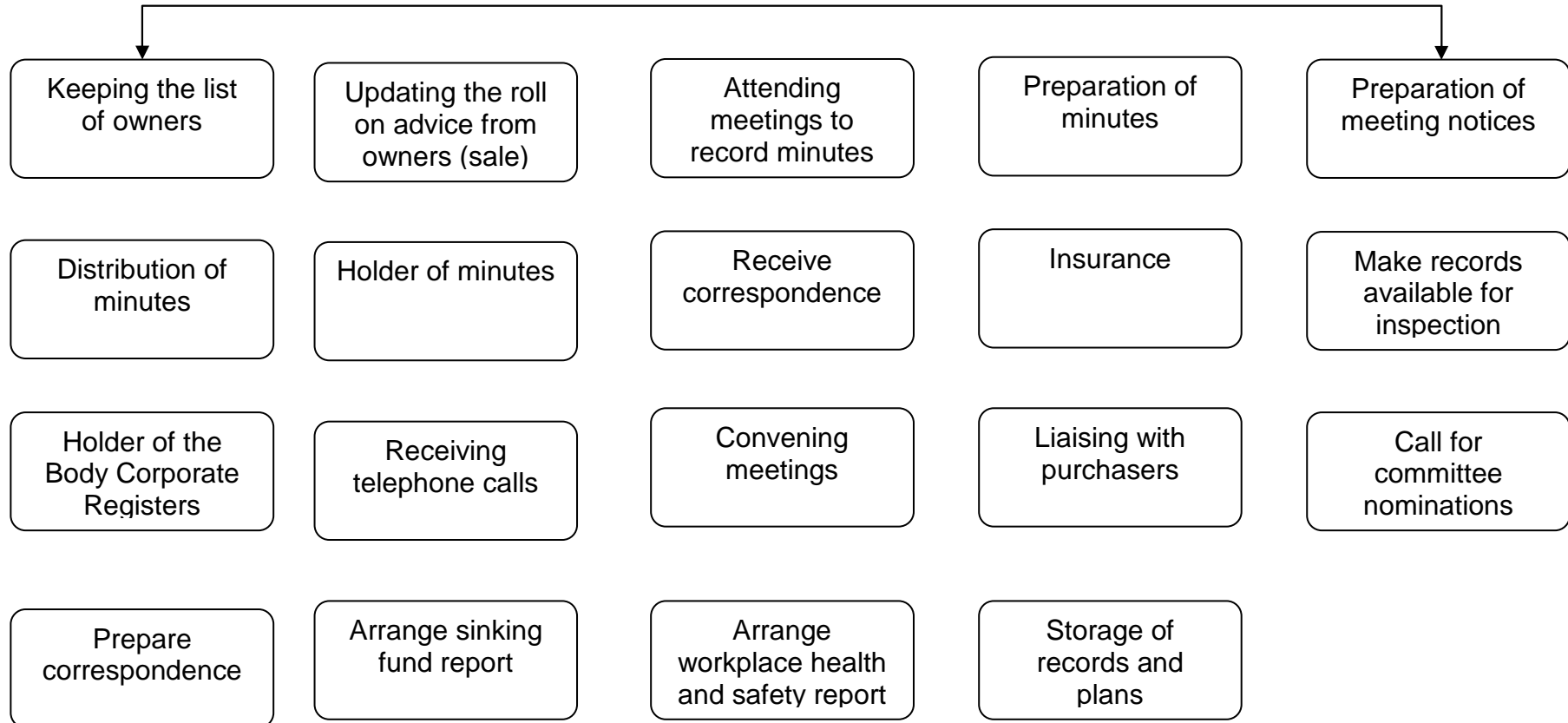
Checklist for the Strata / Community Manager – Committee Contract

This checklist is a guide to understand the strata management agreement

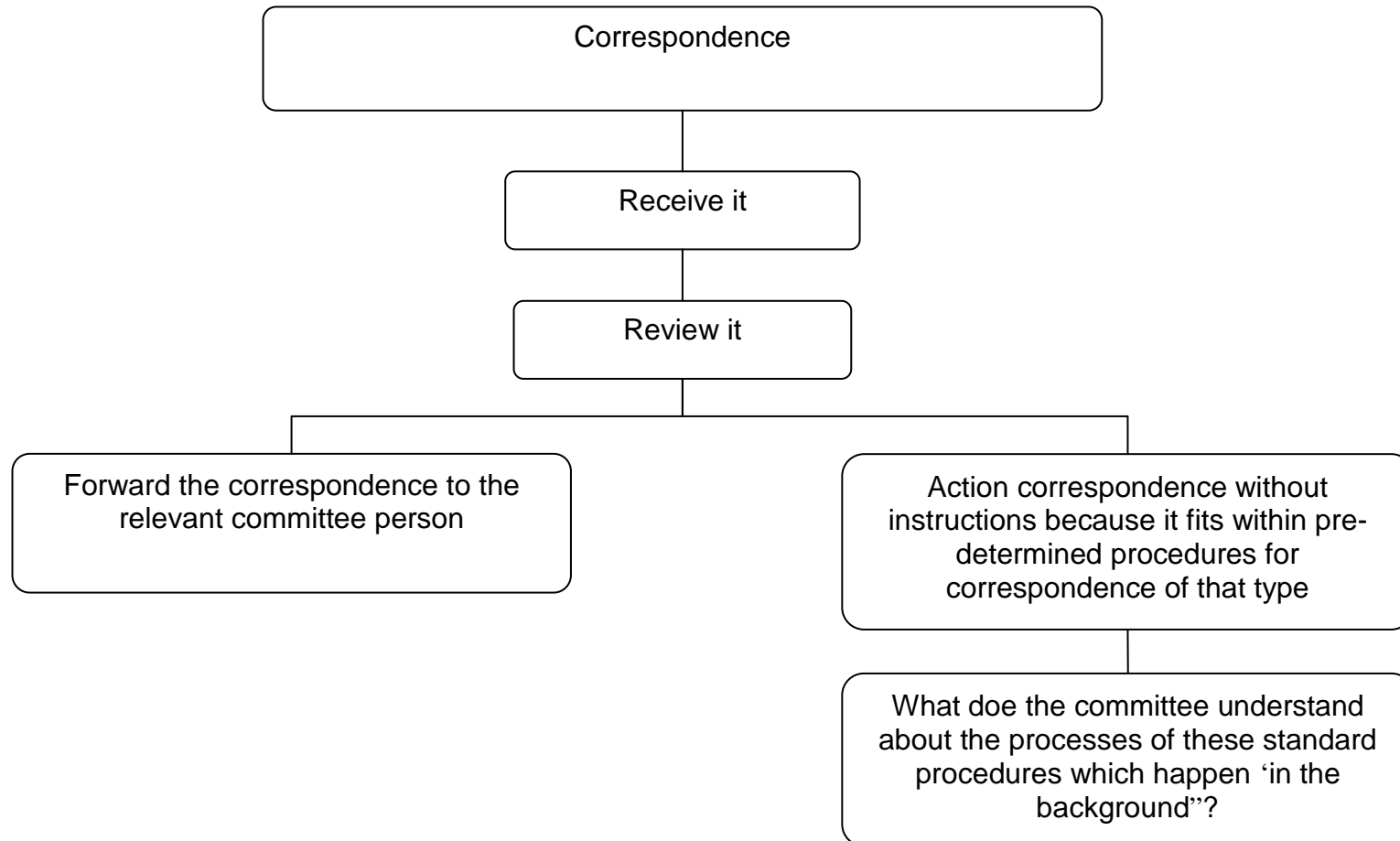
Define the duty / responsibility the Committee expects of the Community Manager

- What is required to be done?
- Who is to do it?
- Does the Committee need to be involved, or should the action happen automatically?
- When is it to be done?
- How often is it to be done?
- What will be the standard to which it's done?
- Will the output be inspected? How? By who?
- How is the completion recorded?
- What tools are required and who provides them?
- What is the remuneration for the action?

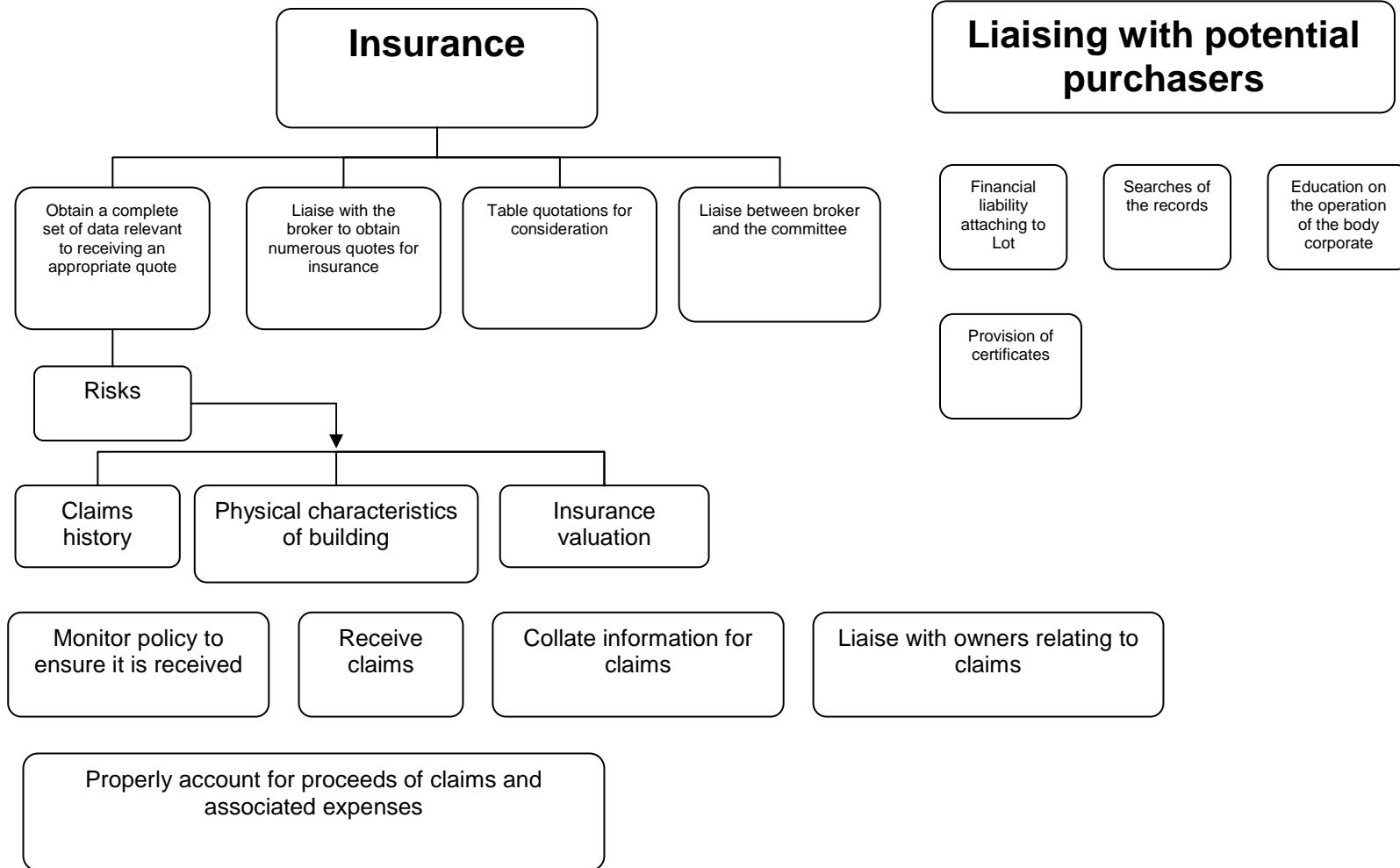
An Overview of Secretarial Administration



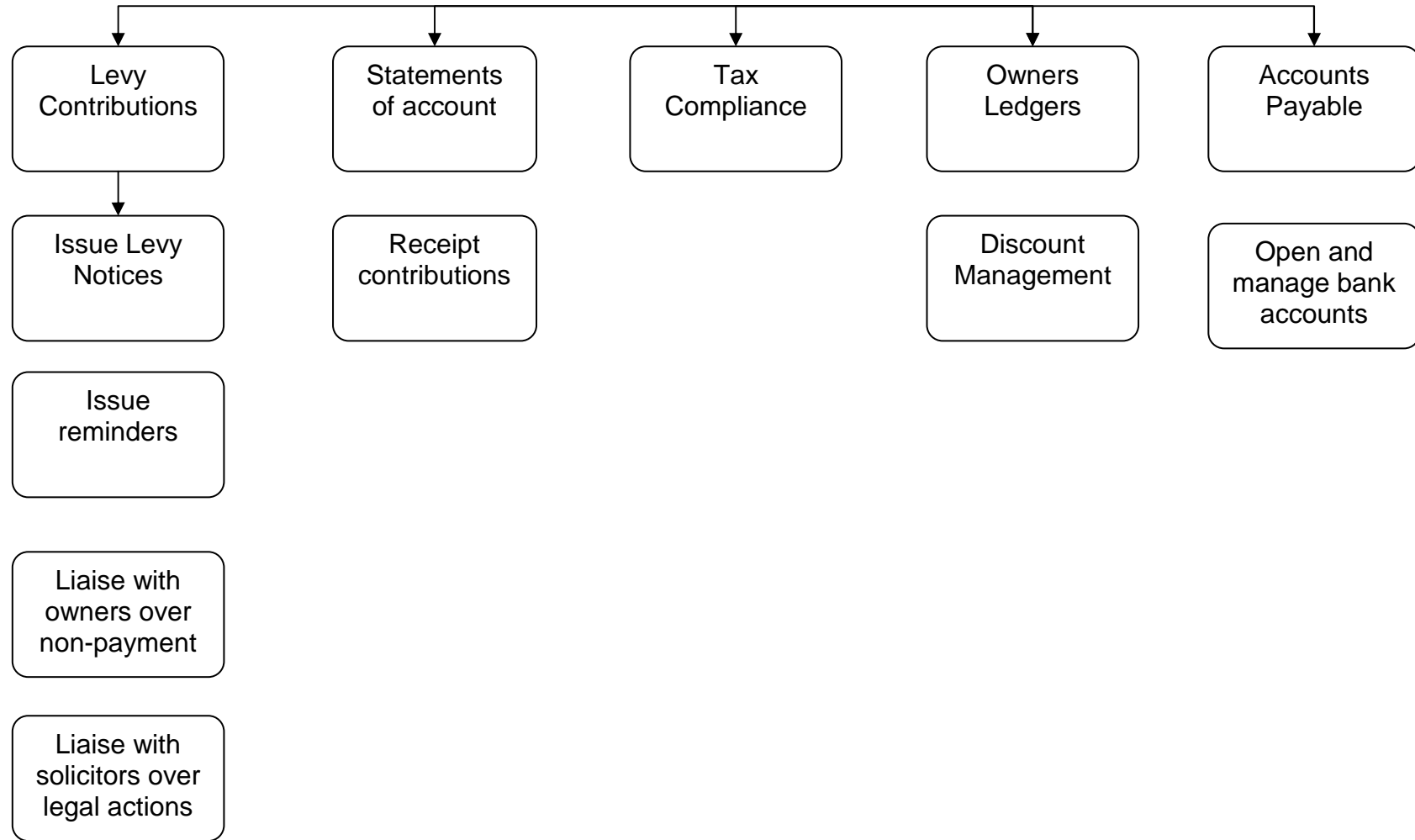
Breakdown of secretarial administration



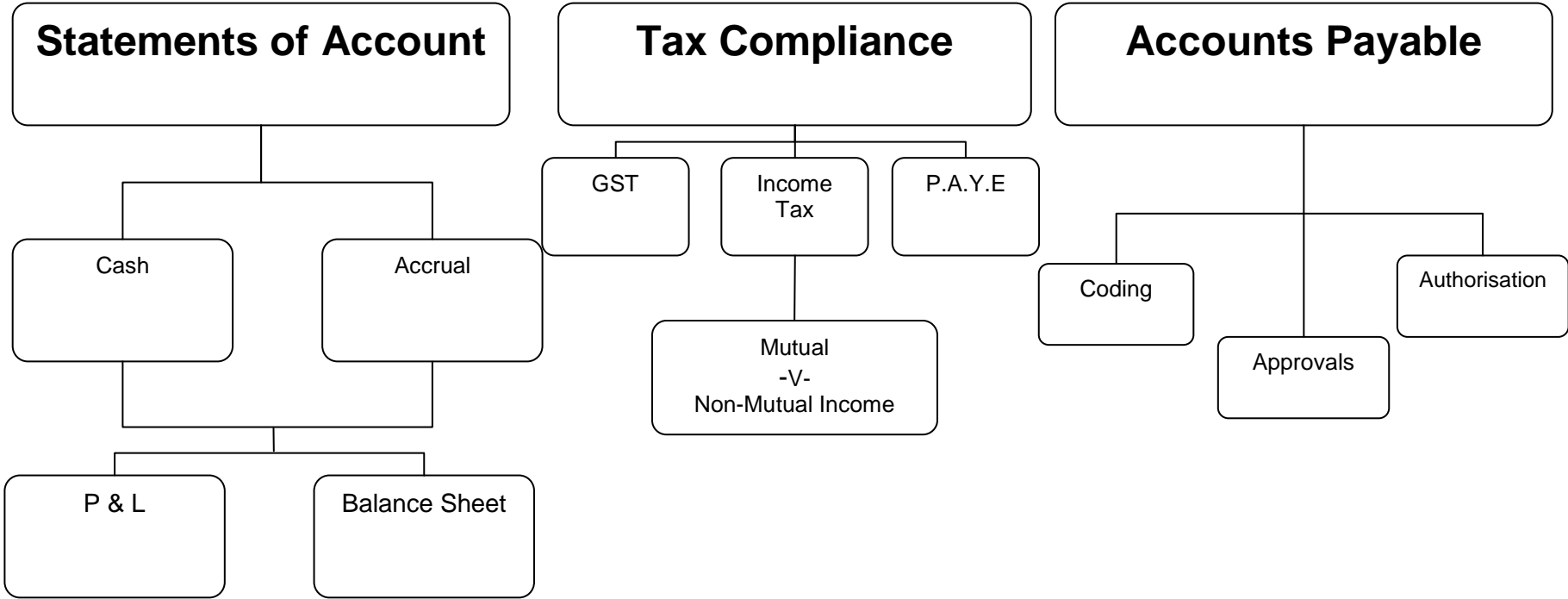
Breakdown of secretarial administration



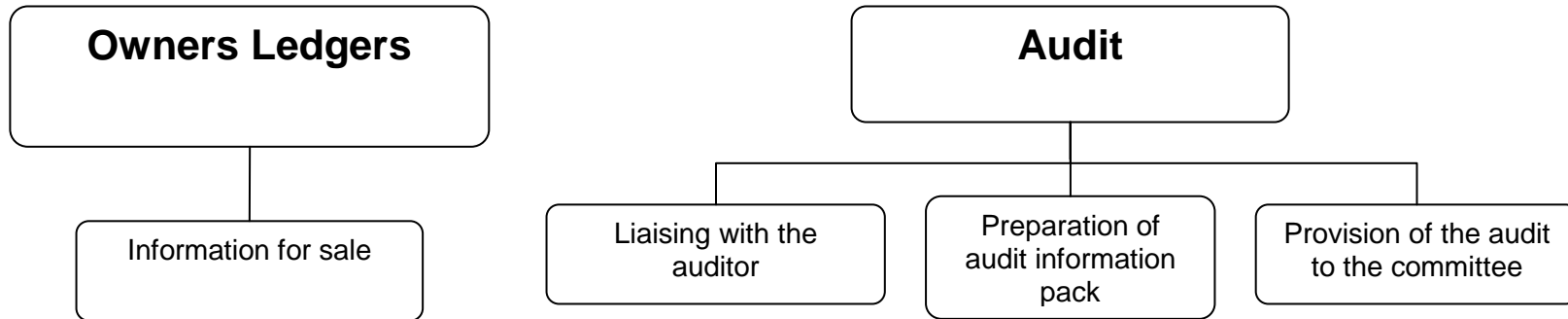
An Overview of Financial Administration



Breakdown of Financial Administration



Breakdown of Financial Administration



Advisor

