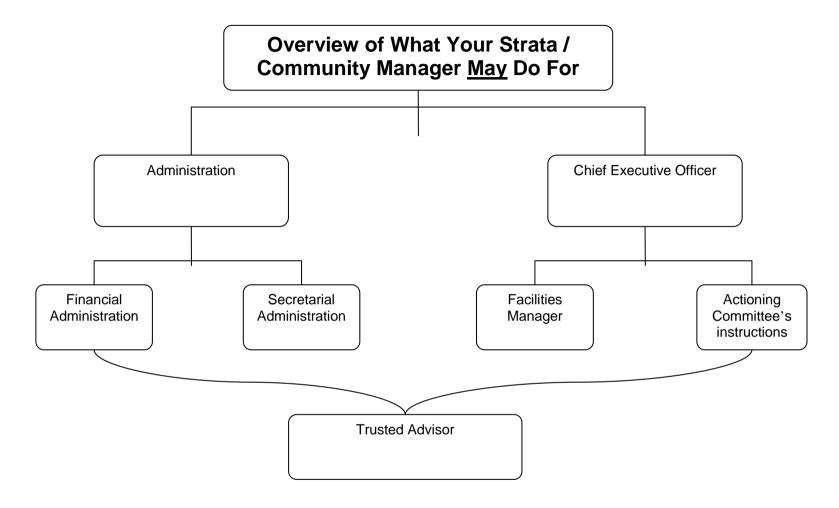
# The Committee and Owners Flowchart Guide to Understanding the Role of the Strata / Community Manager

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**

Keeping the list of owners

Updating the roll on advice from owners (sale)

Attending meetings to record minutes

Preparation of minutes

Preparation of meeting notices

Distribution of minutes

Holder of minutes

Receive correspondence

Insurance

Make records available for inspection

Holder of the Body Corporate Registers

Receiving telephone calls

Convening meetings

Liaising with purchasers

Call for committee nominations

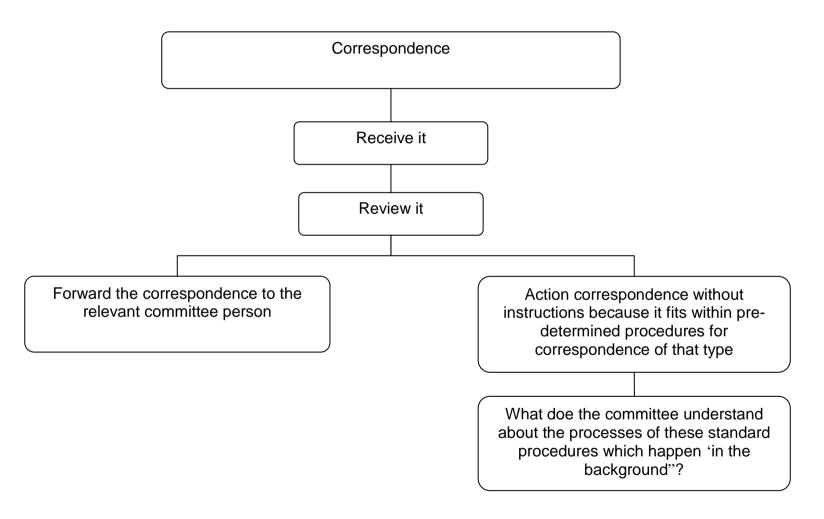
Prepare correspondence

Arrange sinking fund report

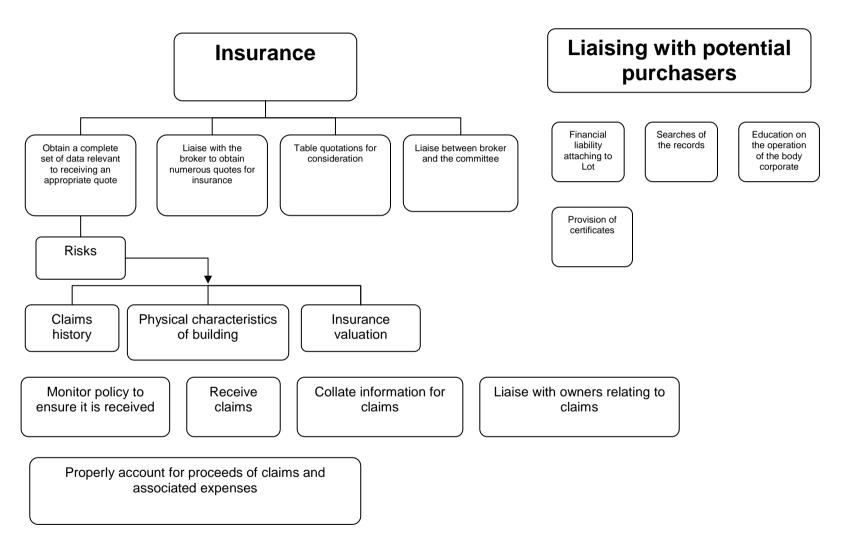
Arrange workplace health and safety report Storage of records and plans



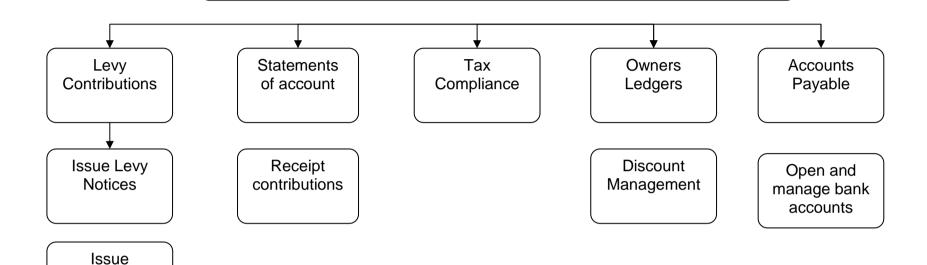
# **Breakdown of secretarial administration**



#### Breakdown of secretarial administration



# **An Overview of Financial Administration**



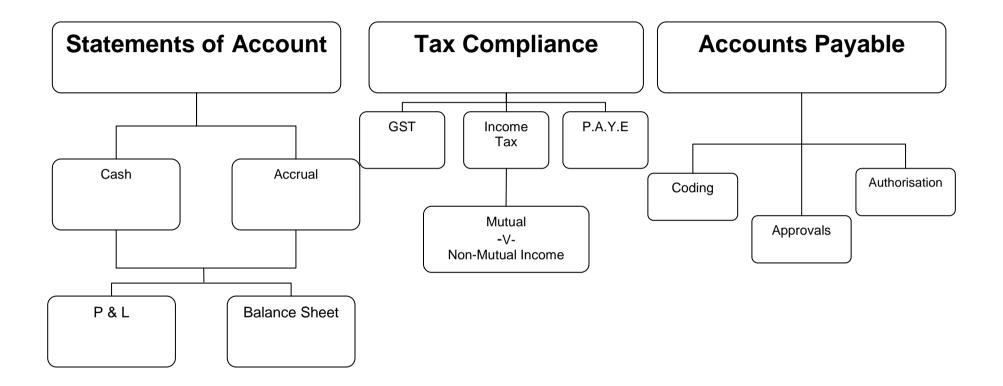
Liaise with owners over non-payment

reminders

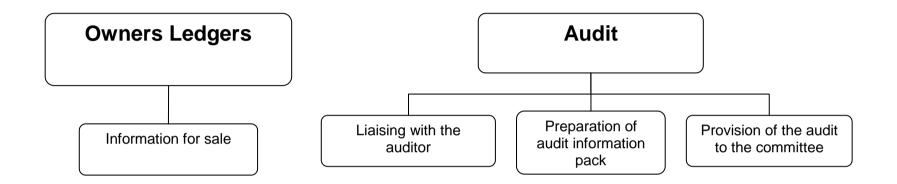
Liaise with solicitors over legal actions



# **Breakdown of Financial Administration**



## **Breakdown of Financial Administration**



# **Advisor**

