



## **Roles and Responsibilities for Breakfast Point Community Association Executive Committee and Elected Representatives**

**Date: 5 July 2021**

### **Preamble**

The following role statement was discussed at a past Community Association Representatives (CA Reps) meeting in 2017 and endorsed by that meeting as a reasonable example of actions required of key governance committees and officials within the Breakfast Point Community. The document provides guidelines of required actions from all parties and is not meant to be an exhaustive list of duties or responsibilities. The overall aim is for each party to establish effective two-way communication, to carry out their duties in the best interests of the Breakfast Point community and to further the community vision.

### **Scope**

These responsibilities apply to all elected Community Association representatives in carrying out their duties as a "Community Association representative".

### **Values**

Maintain high principled standards, good judgement, accountability and professional conduct in a balanced and ethical way.

### **Actions required from all parties**

#### **Community Association (CA) Executive Committee**

1. Circulate a list of scheduled meeting dates for each calendar year.
2. Keep CA Reps informed and updated on all issues of importance that are either planned or in progress.
3. Encourage CA Reps to be involved in specific projects, as they arise, relating to the Community where their expertise would be useful.
4. Where possible, ensure that at least 2 weeks' notice is given for all CA Executive Committee meetings including the provision of agendas and

supporting papers and ensure minutes are distributed in a timely manner.

5. Communicate regularly to CA representatives and residents on issues affecting the Breakfast Point community.
6. Be available and committed to the Community Association committee decision making processes and contribute at least 12-15 hours per week on community association business.

### **CA Representatives (CA Reps)**

1. Be acquainted with the State Government Strata Regulations and the Breakfast Point Community Management Statement (CMS).
2. Keep up to date with community programs and projects by regularly attending scheduled meetings the CA Executive Meetings, CA representative meetings and Town Hall information meetings as well as special meetings called for urgent matters.
3. Provide regular and informative feedback to owners and residents relating to all matters discussed and approved at regular CA Executive committee and other meetings, including any other issues arising from those meetings.
4. Regularly review by-laws and Architectural & Landscape Standards of the precinct, strata or of individual lot owners to ensure that they align to community CMS and by-laws and conduct regular audits to ensure that by-laws are being observed. Where by-laws are not being followed, take the necessary steps to rectify the situation.
5. Make recommendations to the CA Executive where improvements can be made to management and efficiency of operations.

### **Strata Committee and Strata Owners**

1. When electing a CA Rep ensure that they have the time, motivation and skills to carry out the tasks described above.
2. Ensure that the elected CA representative attends scheduled meetings of the CA Executive and other meetings and reports back to residents' meetings on community activities.
3. Brief the CA representative on matters to raise with the CA Executive.

### **Governing and Applicable Legislation**

The NSW State Government Strata Legislation, new Strata Regulations and the Community Management Statement (CMS) are available on the Breakfast Point Community Website.

Website address: [breakfastpoint.info](http://breakfastpoint.info)

Community Land Management Act