



## **Roles and Responsibilities for Breakfast Point Association Committee members (AC) and Elected Community Association Representatives (CA Reps)**

### **Preamble**

The following role statement has been developed as an 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 not necessarily those of their strata, precinct or neighborhood association) to further the community purpose, vision and to ensure compliance with Legislation.

### **Scope**

These responsibilities apply to all elected AC and CA Representatives in carrying out their duties.

### **Values**

Maintain high principled standards, good judgement, accountability and professional conduct in a balanced and ethical manner. AC and CA Representatives are required to sign a Code of Conduct each year.

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

#### **Association Committee Members (AC)**

1. AC members are required to consent to become Directors of the Breakfast Point Not for Profit Company.
2. Be acquainted with the State Government Strata Regulations and the Breakfast Point Community Management Statement (CMS), the Architectural and Landscape Standards (ALS) and the NSW Community Land Management Act.
3. Be available and committed to the AC decision making processes and prepared to contribute at least 12-15 hours per week on CA business.
4. Circulate a list of scheduled meeting dates for each calendar year.
5. Keep CA Reps informed and updated on all issues of importance that are either planned or in progress.
6. Encourage CA Reps to be involved in specific projects, as they arise, which relate to the community where their expertise would be useful.

7. Where possible, ensure that at least 10 days' notice is given for all AC meetings including the provision of agendas and supporting papers and ensure minutes are distributed in a timely manner.
8. Communicate regularly to CA representatives and residents on issues affecting the Breakfast Point community.

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

1. Be acquainted with the State Government Strata Regulations and the Breakfast Point Community Management Statement (CMS) and the Architectural and Landscape Standards (ALS).
2. Keep up to date with community programs and projects by regularly attending scheduled meetings of the AC; CA representative meetings and Town Hall information meetings as well as any special meetings called for urgent matters.
3. Provide regular and informative feedback to residents relating to all matters discussed and approved at regular AC and other meetings, including any other issues arising from those meetings.
4. Ensure that Alternative CA Representatives are briefed on all CA matters, attend meetings in your absence and advise residents accordingly.
5. Regularly review the by-laws and Architectural & Landscape Standards of your precinct, strata or neighborhood association to ensure that they align with the CMS and any other relevant by-laws.
6. Conduct regular audits of your area of responsibility to ensure compliance with by-laws. Where non-compliance occurs, take the necessary steps to rectify the situation.
7. Make recommendations to the AC on improvements to policies or processes and/or 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 in the best interests of the community.
2. Ensure that the elected CA representative attends scheduled AC and other appropriate meetings and reports back to residents' meetings.
3. Brief the CA representative on matters to raise with the AC.

### **Governing and Applicable Legislation**

All representatives should be familiar with the NSW State Government Strata Legislation, Strata Regulations and the CMS (available on the Breakfast Point community website ([breakfastpoint.info](https://breakfastpoint.info)) and the Community Land Management Act.

Dated: November 2023