

OWNERS CORPORATION COMMITTEE

EXECUTIVE ROLES



Committee:

The committee is elected by lot owners to make decisions on behalf of the owners corporation. It oversees management, finances, maintenance, and compliance. The committee acts as the main decision-making body and ensures the smooth running of the owners corporation.

Chairperson:

If an owners corporation does not have a committee, the lot owners must elect a member to be the chairperson of the owners corporation.

If an owners corporation has a committee, the chairperson is elected by the committee members and leads meetings, ensures meetings are conducted according to the rules, and facilitates effective decision-making. They have a casting vote if there is a tie during committee votes.

Further information can be found at:

<https://www.consumer.vic.gov.au/housing/owners-corporations/meetings-and-committees/role-of-chairperson>

Secretary:

The secretary manages administrative tasks, such as organizing meetings, preparing agendas and minutes, handling correspondence, and maintaining records. The secretary ensures communication between the committee and lot owners is clear and timely.

The members of the committee must appoint a member of the committee or the manager of the owners corporation to be the secretary of the committee.

Further information can be found at:

<https://www.consumer.vic.gov.au/housing/owners-corporations/meetings-and-committees/role-of-secretary>

Subcommittee:

A subcommittee is a smaller group formed by the committee to focus on specific tasks or issues, such as maintenance or finance. It reports back to the main committee with recommendations, but it does not have the authority to make binding decisions.