

The Executive Committee's role

The executive committee is a group which represents the owners in a scheme and whom make the day-to-day decisions about the running of the property. The executive committee is elected at each AGM and is made up of one to nine members. The person nominating someone (either themselves or another party) must be financial to do so. However, there is no legal requirement for a member of the committee to be an owner. If they are not an owner then they must be nominated by someone who is an owner. The nominated person must consent in writing to going on the committee – if they are not attending the meeting – to confirm their willingness to fulfil the role.

Once elected, this committee will decide at their first meeting after election, who will hold the office-bearer positions, i.e. chairman, secretary and treasurer. It is a legal requirement to fill these positions even though your strata manager will perform most, if not all the tasks delegated to those roles under the Act. The executive meet more often than the owners corporation since there are normally a number of issues to deal with during the year.

You should not put your hand up to go on this committee unless you have the time to dedicate to it. It is time consuming and thankless.