

MAROOCHY QUAYS HOME OWNERS COMMITTEE FUNCTIONS

The following is an extract from Part 3 of the Maroochy Quays Home Owners Association Constitution.

Committee Function

The Committee:

- (a) is to control and manage the affairs, assets, relevant licences, and funds of the Association, and,
- (b) may exercise all the functions that may be exercised by the Association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the Association, and
- (c) has power to perform all the acts and do all things that appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association, and
- (d) has the authority to interpret the meaning of this Constitution, and any matter relating to the Association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Function of the President

The function of the President is to:

- (a) chair meetings of the committee and Residents Open Forums
- (b) inform the PO of all decisions made by the Residents about matters requiring consent under the MHRP Act and this Constitution
- (c) rule on any procedural matters raised at meetings of the Committee or members.
- (d) represent the committee in meetings with the P.O. and/or Resort Manager with details recorded.
- (e) prepare an annual report of the preceding years events. The report to be presented at the AGM.

Function of the Secretary

It is the duty of the Secretary of the Association to:

- (a) as soon as practicable after being appointed as secretary, lodge notice with the Association of his or her physical and electronic (if applicable) addresses.
- (b) keep minutes of all meetings (whether in written or electronic form) of:
 - i. all appointments of office-bearers and members of the committee, and
 - ii. the names of members of the committee present at a committee meeting or a general meeting, and
 - iii. all proceedings at committee meetings and general meetings.
 - iv. all correspondence and other documents relating to the Association, and
 - v. maintain the register of members of the Association and inform the committee of new registrations.
- (c) ensure that the Minutes of proceedings at a meeting are signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (d) ensure that all official records are backed up to an external, independent source.

- (e) ensure that a copy of this Constitution, By Laws, and the Minutes, are up to date and a copy kept within the library of the Gemlife - Maroochy Quays Community Centre.
- (f) perform administrative duties to ensure that all correspondence or documents are dealt with accordingly and efficiently.
- (g) collate and prepare all documents associated with the Annual General Meeting and election process. (e.g. reports, minutes)

Function of the Treasurer

It is the duty of the treasurer of the Association to:

- (a) ensure all money due to the Association is received and that all payments authorised by the Association are made, and
- (b) ensure that correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.
- (c) keep and maintain an asset register for any items exceeding \$500 in value.
- (d) keep all documentation for payments made including receipts, and invoices.
- (e) keep and maintain deposit and cheque books and/or details of internet banking.
- (f) ensure that all payments are approved or ratified by the Committee prior to payment and are recorded in the Minutes.
- (g) keep either a receipt book of consecutively numbered receipts, or computer system records of them.
- (h) keep any other documentation the Auditor or Verifier requests.
- (i) back up all official records must to an external, independent source.
- (j) prepare a balance statement of revenue and expenditure to be presented at the AGM
- (k) forward the prepared annual statement to the auditor for examination and report.
- (l) present the auditor's report to the next AGM.

Function of an Ordinary Member

While not specified in the Association's Constitution, the function of an Ordinary Member is to work collegially with the other members of the Committee to ensure that the Committee

Function above is met.