

**JACKSONS LANDING COMMUNITY ASSOCIATION EXECUTIVE COMMITTEE  
ADOPTED 10 DECEMBER 2008, AMENDED 9 DECEMBER 2009, 8 DECEMBER 2010,  
13 APRIL 2011, 14 APRIL 2016**

**POLICY ON STRUCTURE AND DECISION-MAKING IN THE JACKSONS LANDING  
COMMUNITY ASSOCIATION (CA)**

**DECISIONS**

- The Executive Committee (EC) makes all decisions.
- Subcommittees make recommendations to the EC.
- Office-bearers (Chair, Secretary, Treasurer) oversee the operation of the EC, including the subcommittees; and can make urgent decisions between meetings, which must be ratified by the next EC meeting.
- No one individual makes any decisions.

**RECOMMENDATIONS**

- Recommendations are made to the EC by the subcommittees and the office-bearers.
- Recommendations from Estate Management go to the EC via the Assets Subcommittee, which will advise the EC if there is a choice. If it is urgent, Estate Management will refer to the office-bearers.
- Where a subcommittee makes a recommendation that is accepted by the EC, the subcommittee may be approved to implement the decision, and report it to the next EC meeting. If the subcommittee identifies more than one option, it may be referred back to the EC for a final decision.

**EXPENDITURE**

**OFFICE-BEARERS**

- If all 3 are comfortable approving urgent expenditure, they should do it and get it ratified at the next EC meeting.
- If all 3 are not comfortable, an extra EC meeting should be called for anything that can't wait till the next regular meeting.

**TREASURER**

- The Treasurer monitors expenditure which is in the budget and reports it to the EC.
- The Treasurer flags to the EC any spending which is outside a particular allocation in the budget; the EC approves re-allocation of funds within the budget.

**ESTATE MANAGEMENT**

- In case of an emergency Estate Management must notify the office-bearers as soon as possible, and can take prompt and immediate action to mitigate the damage and prevent further damage;
- Maintenance: Estate Management can spend up to \$2000 per item on miscellaneous items, up to a maximum total of \$20,000;
- Capital items: If an amount of money has been allocated in the budget for the acquisition of a capital item, the cost is below that amount, and there is no choice of item, Estate Management can spend it and advise the EC in the Estate Management report. If there is a choice, Estate Management refers it to the Assets Subcommittee.

## POLICY ON SUBCOMMITTEES

### Number of subcommittees

There should be 3 standing subcommittees of equal status:

- The CA Finance and Services Subcommittee
- The CA Assets Subcommittee
- The CA IT Subcommittee.

### Responsibilities of subcommittees

Each subcommittee will:

- Consider all matters referred by the CA EC;
- Meet within 4 weeks after each CA EC meeting;
- Prepare a report for each CA EC meeting to circulate with the meeting papers;
- Make recommendations to the CA EC;
- Liaise with other subcommittees as needed;
- Consult as widely as needed to fulfil the subcommittees' responsibilities;
- Provide an end-of-year report including outstanding issues to the AGM.

### The Finance and Services Subcommittee's role is to:

- Oversee CA income and expenditure;
- Report to and advise the CA EC on financial matters;
- Prepare and recommend to the CA EC the annual budget;
- Liaise with the Assets Subcommittee on matters of overlapping responsibility (via the Treasurer);
- Oversee the on-going performance of principal contracted service providers (Estate Management, DPS) and other contractors (eg Cleaning & Security) and advise the CA EC in relation to their performance and engagement;
- When necessary, invite people with appropriate skills to assist it in specific aspects of its roles.

### The Assets Subcommittee's role is to:

- Oversee the management and administration of the community facilities and assets;
- Report to and advise the CA EC on
  - the care and effective functioning of the CA's assets and their budgetary needs;
  - proposals regarding additional facilities and assets;
  - proposed changes to existing facilities and assets;
- Refer all new contracts and expenditure to the Finance and Services Subcommittee before being tabled at CA EC meetings;
- When necessary, invite people with appropriate skills to assist it in specific aspects of its roles.

### The IT Subcommittee's role is to:

- Audit and provide direction for the management of the Community Association's IT assets
- To achieve this and as an input to the CA's annual budget, produce an annual IT plan forecasting:
  - Initiatives
  - Upgrades, and
  - On-going maintenance of the CA's IT assets;
- Co-ordinate and maintain the website including
  - On-going determination of future requirements and strategic direction;
- Refer all new contracts and expenditure to the Finance and Services Subcommittee before being tabled at CA EC meetings;

- When necessary, invite people with appropriate skills to assist it in specific aspects of its roles.

### **Membership**

Finance and Services Subcommittee: The Treasurer plus 4 other people;

Assets and IT Subcommittees: a member of the CA Executive Committee plus 4 other people.

Office-bearers: Office-bearers be ex officio members of all subcommittees, and receive the agenda and minutes of all subcommittee meetings.

Other interested community members may be invited to subcommittee meetings to participate in discussions.

### **Conduct of subcommittees**

- A meeting date be set by the convenor within 4 weeks after each CA EC meeting;
- The meeting will be held as scheduled if a majority of members are able to attend;
- If a majority of members are unable to attend, another meeting date will be set as soon as possible;
- The subcommittee will elect a convenor and a minutes secretary;
- The convenor will chair meetings and arrange a venue;
- If the convenor or minutes secretary is not in attendance, the meeting will elect a chair and/or minute-taker for the meeting;
- The convenor will:
  - prepare and circulate an agenda before each meeting;
  - prepare a report to be sent to DPS in time for inclusion in the meeting papers;
  - complete a formal motion request for all recommendations;
  - prepare an end-of-year report for the CA AGM;
  - attach their name (or that of the acting convenor) to all reports and recommendations.
- The retiring convenor will pass on to the succeeding convenor the set of subcommittee meeting minutes and the subcommittee reports submitted to the Executive Committee.

### **Tenure**

The membership of each subcommittee is to be re-elected annually at the CA ECM immediately following the AGM.