

NEW COMMITTEE MEMBER: FIRST 90 DAYS

What to read, ask and check in your first three months on the committee.

NAME

POSITION

ELECTED ON

SCHEME

FIRST TWO WEEKS

- ☐ Read the by-laws or rules, and the registered scheme plan
- ☐ Read the last two sets of AGM and committee minutes
- ☐ Get a copy of the current budget and last financial statements
- ☐ Find out the spending limit the committee can approve without a general meeting
- ☐ Get the strata manager's contract (agency agreement) and what it covers
- ☐ Declare any conflict of interest
- ☐ Do any committee training your state requires

FIRST MONTH

- ☐ Check the sinking / capital works fund forecast and when it was last updated
- ☐ Check insurance: sum insured, excess, last valuation date, commissions disclosed
- ☐ Walk the building with the inspection checklist
- ☐ List open defects, disputes, legal matters and arrears
- ☐ Check the compliance calendar is up to date

FIRST 90 DAYS

- ☐ Agree how the committee communicates and records decisions
- ☐ Review contracts coming up for renewal
- ☐ Ask what big spending is coming in the next five years
- ☐ Know where disputes go in your state and the first step
- ☐ Write down the questions you still have and ask them at the next meeting