

Unit 1 - The committee

Overview

This unit describes the role of the committee and what powers and restrictions might apply to it. Member eligibility, how elections are conducted and committee meetings are also addressed. At the end of the unit there will be an assessment where you will be asked to complete a questionnaire.

The question format will be multiple choice, yes/no or true/false. If you get a question wrong you will be directed to the correct answer. For a complete understanding of this unit, it is suggested you begin at Topic 1, however if you are confident you have a particular level of knowledge, you are free to begin at any topic of choice.

Please note: In order to receive a certificate of completion for this unit, you must achieve at least an 80% pass rate.

Resources

In each of the topics listed below are references to the relevant sections of the *Body Corporate and Community Management Act 1997* (the Act), the *Body Corporate and Community Management (Standard Module) Regulation 2008* (the Standard Module). There will also be a Glossary of Terms at the end of the unit. References to the Act will be defined by a capital A followed by the section number e.g. **(A. s55)**. References to the Standard Module will be defined by a capital SM followed by the section number e.g. **(SM. s109)**. Additionally, you may be provided with links to other relevant information sources e.g. fact sheets and other legislation. References to adjudicators' orders will be defined firstly by the scheme name and then a reference to the order number and the year e.g. **(Sanctuary Bay-Order. 0012-2005)**.

Topics Covered

- Topic 1: The role of the committee
- Topic 2: Committee meetings
- Topic 3: Committee spending
- Topic 4: Restrictions on the committee
- Topic 5: The committee and the body corporate manager
- Topic 6: Composition
- Topic 7: Eligibility
- Topic 8: Nominations
- Topic 9: Elections
- Topic 10: Term of office
- Topic 11: Filling vacancies