

# PACIFIC PARADISE HOMEOWNERS COMMITTEE FUNCTIONS

The following is an abridged extract from the Pacific Paradise Homeowners Association Constitution Version 2 dated May 2023.

## **The Committee**

- Is to control and manage the affairs, assets, relevant Licences, and funds of the Association.
- 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.
- 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.
- Has the authority to interpret the meaning of the 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, and
- Any spending of the Committee is limited to a maximum outlay of \$5000 for stock items and any capital items, with expenditure to be approved by a majority vote of the Committee. Any financial outlay exceeding \$5,000 shall be presented to a General Meeting of the Home Owners for approval.

## **Function of the President/Chairperson**

- Chair meetings of the Committee and Residents Open Forums.
- Inform the PO of all decisions made by the Residents about matters requiring consent under the MHRP Act and this Constitution.
- Rule on any procedural matters raised at meetings of the Committee or Members.
- Represent the Committee in meetings with the PO and/or Resort Manager; and
- Prepare an annual report of the preceding years events. The report to be presented at the AGM.

## **Function of the Secretary**

- As soon as practicable after being appointed as Secretary, lodge notice with the Association of his or her physical and electronic (if applicable) addresses.
- To keep Minutes of all meetings (whether in written or electronic form) of:  
All appointments of office-bearers and Members of the Committee;  
The names of Members of the Committee present at a Committee Meeting or a General Meeting and document all proceedings at Committee Meetings and General Meetings.
- Keep copies of all correspondence and other documents relating to the Association; and Maintain the Register of Members of the Association and inform the Committee of new registrations.
- 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. The signature of the Chairperson may be transmitted by electronic means.
- Ensure that all official records are backed up to an external, independent source.
- Ensure that a copy of this Constitution, By Laws, and the Minutes are up to date and a copy kept with the Secretary for resident viewing.
- Perform administrative duties to ensure that all correspondence or documents are dealt with accordingly and efficiently.
- Collate and prepare all documents associated with the Annual General Meeting and election process. (e.g.: reports, minutes).

### **Function of the Treasurer**

- Ensure all money due to the Association is received and that all payments authorised by the Association are made.
- The funds of the Association are kept in an account in the name of the Association in a financial institution decided by the HOC.
- Records and accounts are kept in the English language, showing full and accurate particulars of the financial affair of the Association.
- All amounts are deposited in the financial institution account as soon as practical after receipt.
- 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.
- Keep and maintain an asset register for any items exceeding \$500 in value.
- Keep all documentation for payments made including receipts and invoices.
- Keep and maintain deposit and cheque books and/or details of internet banking.
- Make payments by the Association of \$100 or more by cheque or electronic transfer. If a payment of \$100 or more is made by cheque or electronic transfer, then the cheque or electronic transfer must be authorised by any one of the following.
  - President
  - Secretary
  - Treasurer
  - Assistant Treasurer
  - Any 1 of 2 other Members of the Association who have been authorised by the Committee to sign cheques or approve electronic transfers.
- Any other documentation the Auditor or Verifier requests are kept.
- Ensure all official records are backed up to an external, independent source.
- Prepare a balance statement of revenue and expenditure to be presented at the AGM.
- Forward the prepared annual statement to the auditor for examination and report and ensure the auditor's report is presented at 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.