

STRATA COMMUNITY ASSOCIATION LTD

Australian Capital Territory - Executive Chapter

TERMS OF REFERENCE

Name	<i>Australia and New Zealand Executive Chapters</i>
Type	Standing Committee
Date	Ratified by the SCA Ltd Board of Directors at the meeting in November 2016
Annual Review	Date: June 2019
Aim	The Chapters are governed by the SCA Ltd Constitution and By-Laws which describe the establishment and structure of the Chapter.
Objectives	<ol style="list-style-type: none"> 1. Facilitate communication with and between members. 2. Facilitate interaction between members and develop opportunities to further develop their education as part of Continued Professional Development (CPD). 3. To represent the professional, educational and political interests of those working within the strata sector. 4. Provide a conduit of information to and from Chapter members with the SCA Ltd Board of Directors via the elected Directors.
Scope	<p>Chapters are formed in accordance with the SCA Ltd Constitution and By-Laws. Each Chapter is entitled to be autonomous in matters relating to the Chapter however the Chapter Executive may not make any rule which is inconsistent with the Constitution and By-Laws in accordance with the Constitution.</p> <p>Copies of any rules made by a Chapter Executive (and any amendments to those rules) are to be sent to the SCA Ltd Board of Directors and shall only take effect when approved by the Board of Directors.</p> <p>Establishment of Branches</p> <p>A Chapter Executive shall consist of Members of the Association in:</p> <ol style="list-style-type: none"> (a) that State of Australia; (b) the Australian Capital Territory; or (c) New Zealand. <p>Where a Member resides in Australia but not within the areas nominated, the Board of Directors shall determine the Chapter to which that Member shall be deemed to be attached for the purpose of the administration of the Association. A Member may belong to only one Chapter.</p> <p>The formation of a Chapter or any variation to the boundaries of an existing Chapter shall require the approval of the Board of Directors.</p>

Scope (cont.)	<p>Chapter Executives</p> <p>Each Chapter shall have its own Chapter Executive Committee consisting of at least three (3) Ordinary Members who reside within the boundaries of the Chapter. The Chapter Committee shall be elected by the Ordinary Members of the respective Chapter at a meeting held annually for that purpose.</p> <p>That annual meeting shall be held not later than 30 September and the members of the Chapter Executive Committee so elected shall hold office from the day after the annual meeting following their election.</p> <p>The term of office and method of election of officers of the Chapter shall be determined by the Members of the Chapter Executive Committee, except that no person shall occupy the position for more than six years.</p> <p>The Chapter Executive Committee shall be entitled to make such rules as it may deem necessary for the proper conduct of its affairs. The Chapter Executive Committee may not, however, make any rule which is inconsistent with the Constitution and By-Laws.</p> <p>A copy of any rules made by a Chapter (and any amendments to those rules) shall be forwarded 2 weeks prior to the next SCA Ltd Board of Directors meeting and shall only take effect when approved by the Board of Directors. Note that meetings are held every 6-8 weeks.</p> <p>Alterations to the Chapter Executive Committee shall be communicated to the Secretary as soon as the appointments have been made.</p> <p>Chapter Executive Committees shall comply with any By-Laws made by the Board of Directors from time to time.</p> <p>A Chapter or Chapter Executive Committee has no authority to represent or bind SCA Ltd other than in accordance with By-Laws made by the Board of Directors from time to time or with the express authority of the Board of Directors.</p>
Reporting arrangements	<p>Chapter Executive Committees shall report directly to the SCA Ltd Board of Directors.</p> <p>Chapters shall supply the SCA Ltd Board of Directors with a Chapter budget by 1 May in each year.</p> <p>Chapters shall supply the SCA Ltd Board of Directors with a Chapter President's and Treasurer's report by 31 October in each year.</p>
Liaison and links	<p>Chief Executive Officer, SCA Ltd</p> <p>Board of Directors, SCA Ltd</p>
Funds	<p>The Chapter may request special project funding to assist with carrying out its activities and submit by 1 May to the SCA Ltd Board of Directors. Chapter funding is determined by the SCA Ltd Board of Directors at its May/June meeting.</p> <p>The Chapter may collect funds from external sources to assist with carrying out the activities of the Chapter like sponsorships or government grants unless otherwise specified by the SCA Ltd Board of Directors.</p> <p>Chapter funds remain the property of the Chapter. However, in the event of the dissolution or temporary suspension of activities of the Chapter, all monies shall be transferred to the SCA Ltd Board of Directors for the use of all members.</p>
Membership	<p>A Chapter consists of SCA Ltd members who reside within the States and Territories of Australia, and New Zealand.</p> <p>A Chapter Executive Committee consists of at least three (3) Chapter Ordinary Members who reside within the boundaries of the Chapter. All committee persons must be an Ordinary Member of the Chapter. Half the Chapter Executive Committee members are elected annually by the Ordinary Members of the Chapter.</p>

Membership (cont.)	<p>A Chapter Executive Committee shall include a:</p> <ul style="list-style-type: none"> a) Chapter President; b) Chapter Honorary Secretary; and d) such other office bearers as the Chapter Executive deems necessary (like a Chapter Honorary Treasurer) <p>Following the results of the Chapter Executive election advice on the appointed members is to be communicated to the SCA Ltd Office by 31 October of each year.</p> <p>The President shall be an ex-officio member of the Chapter Executive Committee. SCA Ltd Council members shall also be ex-officio members of the Chapter Committee. This means that the President shall participate in SCA Ltd committees to represent the Chapter region.</p> <p>When a new President is elected or appointed, the past president will end the representation role at the end of the office held and the newly elected or appointed member becomes the ex-officio on all committees.</p>
Committee & Board Representation	<p>Chapter President</p> <p>The Branch Chairperson becomes a member of the National Council for SCA Ltd</p>
Meetings	<p>Chapter Executive Committees shall engage in meetings and/or teleconferences as required. It is envisaged that a minimum of one face to face meeting will be held each year.</p> <p>Staff of SCA Ltd may attend Chapter meetings from time to time, or as requested by the President of the Chapter. The President may invite attendees from outside the Chapter Executive Committee from time to time.</p> <p>The proceedings of meetings shall be recorded in minutes and made available to SCA Ltd which will be kept confidential.</p>
Quorum	<p>A quorum is achieved by dividing the number of current executive chapter members entitled to vote by two (disregarding any fraction) and adding one.</p>
Election / Nomination/ Recruitment of members process	<p>Each Chapter shall hold an annual meeting not later than 30 September for the purposes of appointing the members of the Chapter Executive Committee whom shall hold office from the day after their election.</p> <p>The term of office is two (2) years but shall be eligible for re-election for a further two (2) terms in accordance with the By-Laws. The method of election of officers of the Chapter shall be determined by the Members of the Chapter Executive Committee, except that no person shall occupy any one role within the Chapter Executive Committee for more than six years.</p> <p>At the first annual meeting, half the Chapter Executive shall retire (and be eligible for re-election for a further term of two (2) years) at the first Chapter annual meeting.</p> <p>The decision as to which members of the Chapter Executive shall retire pursuant to the By-Laws and determined by agreement, but if agreement is not reached, then it shall be determined by lot.</p>
Responsibilities of committee members	<p>Public Activity/External Representation</p> <p>The SCA Ltd Board of Directors is the only body authorised to make public statements in relation to Australia and New Zealand as a whole organisation . Public statements in relation to the Chapter region can be undertaken by the Chapter President or a nominee from the Chapter Executive with an update provided to the SCA Ltd CEO for records.</p> <p>From time to time Chapter Presidents may be approached asked to sit on or source a suitable representative to take part in Committees from external organisations. Such appointments must be advised to the SCA Ltd Board of Directors.</p>

**Responsibilities of
committee
members (cont.)**

Conflict of Interest

Any recognised or potential conflict of interest is to be declared and recorded in the minutes / reports of the committee.

Disputes

Disputes which cannot be satisfactorily resolved within the Committee will be referred to the SCA Ltd President via the CEO.

Meeting attendance

All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting.

Any member of the Chapter Executive who is absent themselves from three (3) consecutive meetings of the Chapter Executive shall forfeit their position where they have not obtained leave of absence, or majority of the Chapter Executive vote in favour of that member forfeiting their position.

Confidentiality

Committee members must keep matters relevant to members or specific cases confidential. Committee members are required to maintain confidentiality on matters of importance to the Strata Community Association Ltd, and on matters that can affect the interests of the Association and the specialty of strata.

Conduct

Members of committees are required to:

General

- Attend committee meetings and actively participate in discussions at these meetings.
- Read Agenda papers and Minutes of meetings.
- Act with care and diligence and in the best interests of the Chapter and SCA.
- Keep abreast of key issues, including bi-national and international developments that may impact on the work and areas of responsibility of the committee.
- Dedicate time outside of committee meetings to undertake activities on behalf of the committee, such as drafting of documents, research, and provision of advice as required.
- Assist in the development of relationships with SCA partners and stakeholders

Membership

- Assist with assessment and approval of membership applications relating to Strata Affiliates.
- Review and assess applications relating to SCA Honours and Awards.

Communications

- Ensure that appropriate communication channels are in place for the provision of feedback with respect to Chapter issues.
- Prepare reports, provide information or promote the activities of the Chapter to the membership.
- Communication with Chapter members.
- Coordinating feedback to Chapter members.
- For publication within SCA documents including the newsletter, website and Annual Report.

Responsibilities of committee members (cont.)	<p><u>Training and Accreditation</u> (within the parameters established by the SCA Ltd Education Board Advisory Group)</p> <ul style="list-style-type: none"> • Delivery of training and Chapter based education programs. • Develop and maintain communication with SCA Ltd Education Manager; • If Chapters agree to participate in career day events or expos the Chapter is to coordinate appropriate Chapter representation. • Interacting/negotiating with members in relation to education and training issues. • Provision of CPD through monthly/annual professional meetings (if possible, including arrangements which promote attendance and collaboration). <p><u>Economic Affairs and Workforce</u></p> <ul style="list-style-type: none"> • Interacting/negotiating with Chapter members in relation to workforce issues
Contact information	<p>SCA Board President for Chapter liaison: Andrew Chambers</p> <p>SCA Secretariat Staff for Chapter liaison: Alisha Fisher, CEO, SCA Ltd Claudia Montiel, Operations Manager, SCA Ltd Anne Cai, Finance Manager, SCA Ltd Anuja Prasad, Events and Communications Officer, SCA Ltd Taner Bozkurt, Education Manager, SCA Ltd</p>