

Professional Strata Managers Committee

TERMS OF REFERENCE

Background

Under the SCA (NSW) Constitution, the Professional Strata Managers Committee provides support and offers recommendations to the SCA (NSW) Management Team and the Board.

Scope

The Professional Strata Managers Committee is dedicated to enhancing the professionalism and operational effectiveness of strata managers by developing comprehensive resources and best practice guides.

Activities

- a. Develop, review, and update practical resources for strata managers, such as toolkits, templates, checklists, and operational guides.
- b. Ensure that resources address core strata management functions.
- c. Establish and continuously refine best practice guidelines that strata managers can adopt to improve service delivery and client satisfaction.
- d. Develop resources to help strata managers mitigate risks, including dispute resolution, contract management, and ethical practices.
- e. Gather insights from members and industry partners to ensure that developed resources meet practical needs and address emerging trends.
- f. Compile case studies or examples of successful strata management practices to provide real-world applications of best practice.
- g. Develop resources that support strata managers in adhering to ethical and professional standards set by the association.

Education programs held within events are the responsibility of the education committee.

Composition

The Committee generally comprises a maximum of 10 members:

- Chair (appointed by the Board)
- All Members' SCA (NSW) members
- A representative of SCA (NSW)
- A Board member of SCA (NSW)

Selection criteria will be based on industry experience and the ability to contribute to the outcomes expressed in terms of Reference. The Chair is appointed by the Board. The Chair (appointed by the Board) selects Committee members at their discretion.

Committee members must be current financial members of SCA (NSW) for the duration of their appointment.

The appointment is for one year from the date of the first Committee meeting after the AGM or the commencement of the next AGM (whichever comes first).

The Committee may invite representatives to attend the meetings at their discretion. Outcomes will be decided by a majority of Committee members present at meetings. Outcomes are presented as recommendations to the Board.

Frequency of Meetings:

The Committee aims to meet every second month (i.e. 6 meetings p.a.) and may regulate as it considers appropriate.