

GUIDELINES FOR SUB-COMMITTEES

A sample from one village

1. Rationale

The Fair Trading (Retirement Villages Code) Regulations (see 5.10 (2) and (5)) require that there be only one Residents Committee (regardless of its name) in a retirement village for the purposes of consulting with the administering body on behalf of the residents about the day-to-day running of the village and any issues or proposals raised by the residents.

In order to assist the Residents Committee fulfil its large range of responsibilities and opportunities, sub-committees have been established, at present being:

- (a) Finance;
- (b) Works;
- (c) Gardening;
- (d) Social; and
- (e) Newsletter & Residents Website.

To clarify what each sub-committee does and what powers it has to consult with Management, from time to time, the Residents Committee has prepared these guidelines.

2. General Rules for all Sub-Committees

- 2.1 The Residents Committee establishes sub-committees as needed, lists their tasks and responsibilities and amends them when necessary.
- 2.2 The Residents Committee annually appoints the members of the sub-committees. No size for a sub-committee is fixed but normally they will be about 6 to 8 members. Nominations will be invited from the existing sub-committees and from residents generally. Normally members may serve on a sub-committee for up to five years consecutively after which time they will stand down for at least one year.
- 2.3 Before making any statement, issuing any official correspondence or giving any undertaking on behalf of the residents, sub-committees shall consult with and obtain the approval of the Residents Committee.
- 2.4 No sub-committee may enter into any contract on behalf of the Village or undertake any works on behalf of the Village and shall always respect the right of the Management to exercise its rights and responsibilities in accordance with the village scheme.
- 2.5 The Residents Committee may delegate any of its powers and authorities to a sub-committee. The sub-committee may act on any matter within its list of tasks and responsibilities, subject to seeking the prior approval of the Residents Committee before implementing any new policy, strategy or project.
- 2.6 The Residents Committee may determine the procedures of any sub-committee and may revoke the tasks and responsibilities or terminate the appointment of any sub-committee or may remove from office any member of any sub-committee.
- 2.7 The chairperson or at least one other member of any sub-committee shall be a member of the Residents Committee.
- 2.8 Each sub-committee shall prepare notes of all its meetings that indicate clearly all decisions taken and those matters referred to the Residents Committee for approval. Such notes shall be forwarded to the Secretary of the Residents Committee for distribution to the Residents Committee.
- 2.9 Each sub-committee shall provide a bi-monthly report to residents for inclusion in the Chairman's report on all committee activities to Residents General Meetings.

3. Tasks and Responsibilities

3.1 Finance Committee

- (a) To review with Management and then advise the Residents Committee in regard to the proposed annual operating budget for the Village.
- (b) To review the operating accounts of the Village and advise the Residents Committee if there are matters that need to be taken up with the Village Management.
- (c) To oversee all operating and reserve accounts of funds generated by the activities of the Village residents.

3.2 Works Committee

- (a) To advise the Residents Committee in regard to refurbishment, repair and maintenance, and improvement works in the Village.
- (b) To prepare reports to assist or advise the Village Management on matters of concern to the residents that are the responsibility of the Village Management as authorised by the Residents Committee.
- (c) To work with the Village Management to schedule work and arrange material, labour etc. for approved projects when agreed.
- (d) To recommend to the Residents Committee (and then to a Residents General Meeting) projects to be funded from the Amenities Fund.
- (e) To schedule work and arrange material, labour etc. for approved Amenities Fund projects.

Note: *No works are to be undertaken that affect the Village structure without approval of the Advisory Board and/or Village Management.*

3.3 Gardening Committee

- (a) To advise the Residents Committee in regard to the gardens in the Village.
- (b) To prepare reports to assist or advise the Village Management on gardening matters of concern to the residents that are the responsibility of the Village Management as authorised by the Residents Committee.
- (c) To work with the Village Management to schedule gardening work and arrange material, labour etc. for approved projects when agreed.
- (d) To recommend to the Residents Committee (and then to a Residents General Meeting) gardening projects to be funded from the Amenities Fund.
- (e) To schedule gardening work and arrange material, labour etc. for approved Amenities Fund projects.

Note: *No work is to be undertaken that affects the Village structure without approval of the Advisory Board and/or Village Management.*

3.4 Social Committee

- (a) To arrange social functions within the Village and beyond the Village for residents.
- (b) To oversee the operation of the Bar and Kiosk.
- (c) To coordinate, in conjunction with Village Management, the scheduling of events within the Village.
- (d) To make recommendations to the Residents Committee in regard to improvements in Clubhouse facilities to enhance the social activities of the Village.
- (e) To report regularly to the Residents Committee on the funds raised from social activities and to seek approval for any non-operating expenditure from these funds.

3.5 Newsletter and Residents Website Committee

- (a) To oversee the publication of the newsletter for distribution to all residents.
- (b) To advise and assist the editor of the newsletter.
- (c) To recommend to the Residents Committee from time to time the name of a person to be appointed as editor of the newsletter.
- (d) To arrange periodic forums for Village residents on topics of interest or concern such as health, financial, legal and other issues.
- (d) To oversee the design and content of the Residents Website in conjunction with the Webmaster.