



ROLES & RESPONSIBILITY OF SOMERSET RESIDENTS' COMMITTEE (SRC) MEMBERS.

CHAIRPERSON

The Chairperson is responsible for providing leadership to the committee, while ensuring the committee operates within the parameters of the RV Act 1999 and the Residents' Constitution (2023). The role of the chair is to manage Committee meetings, and General Residents' Meetings, ensuring that discussion is balanced, open and enables equal contribution from all committee members and residents in attendance. The chair is also responsible for ensuring that relevant issues are included on the agenda and proportional time is given for discussion. The Chairperson works to optimize the relationship between the SRC, village Residents, and the scheme operator.

DEPUTY CHAIRPERSON

The Deputy Chairperson is responsible for assisting the Chair in fulfilling their duties and responsibilities. The deputy is required to chair committee meeting or other meeting delegated by the Chair, which may require standing-in at short notice. The Chair and Deputy Chair should work together in understanding concerns and alternative points of view on matters affecting the Village and its residents. In addition, and in conjunction with the Community Liaison committee member, the Deputy Chair could facilitate and improve communications throughout the Village. This includes ensuring that all new residents are made welcome, and that they are acquainted with any relevant information and sources of support available from other residents and other sources.

THE TREASURER

The treasurer is responsible for administering the operation of the Residents' funds, which includes all net income or profit, raised through functions and activities organised by the Residents' Committee and subcommittees. The Treasurer must operate to ensure all expenditures accessed from the Somerset Indooroopilly Retirement Village Residents' Fund, is expended solely for the mutual enjoyment and benefit of all village residents. Administrative responsibilities include,

1. Ensure that all monies received are paid into the CBA Bank account as soon as practicable.
2. Keep a record of all transactions, including receipts, payments, and outstanding invoices.
3. Prepare a brief report for the Residents Committee meeting as requested by the Chairperson.
4. Prepare an annual financial report to present at Annual General Meeting (AGM) of residents.
5. Chair the Financial Advisory Panel

COMMUNITY LIAISON ROLE

The Community Liaison role is responsible for nurturing a sense of community among Somerset residents through the establishment and promotion of links within the resident body e.g.

1. Chair the Community Liaison Committee
2. Prepare a periodic report to the SCR on behalf of the Social Subcommittee.
3. Provide a report to each General Residents' Meeting.
4. Coordinate already established successful annual village wide events and encourage the development of some additional functions for the Somerset community to foster active involvement of residents, or for other specific purposes.
5. Support regular informal weekly small and larger group social events for residents.
6. Assist other residents in the establishment of new interest groups and liaise, as required, with existing interest groups.
7. Promote when appropriate, resident interest in external entertainment, sporting, cultural activities.

SECRETARY

The Secretary is responsible for organising SRC meetings, which involves, preparing and distributing the meeting agenda and related documents, and for recording the meeting minutes. SRC members may submit agenda items to the secretary one week before the scheduled SRC meeting.

Administrative responsibilities include,

1. Assisting the Chairperson to prepare the meeting agenda.
2. Keeping a written record of decisions at SRC and General Residents' meetings.
3. Recording any conflict of interest declared by a committee member.
4. Ensuring publication of agreed minutes on the SRC noticeboard and the OneDrive portal
5. Ensuring committee/subcommittee reports are available for distribution to the SRC at least five days before the scheduled meeting.
6. Administering procedures related to elections, and General Residents' Meetings, in accordance with the Constitution.
7. Keep a record of correspondence including Resident's communication submissions, received, and dispatched.

ASSISTANT SECRETARY (work in progress)

The Assistant Secretary is responsible for providing administrative and organisational support to the Secretary and any member of the Committee as required.

NB The Resident's Committee members must always function collaboratively on all matters, supporting decision internally and externally even if individually, they disagree with a majority decision.

The Resident's Committee must remain **impartial** in all matters dealt with by the Residents' Committee, in compliance with 4.4 (8) of the Constitution.