

A Guide to Strata Councils

What is the Council of a Strata Company?

The Strata Council, also known as the Council of Owners is a team of 3 to 7 Lot Owners who are elected by the Strata Company to oversee and manage the property.

The Council of Owners work closely with the Strata Manager to:



Manage the buildings common areas



Implement By-Laws



Create and manage property budgets

Positions of the Council

CHAIRPERSON



- Head of the Council
- Leads meetings and represents the Strata Company

TREASURER



- Manages Strata Company finances
- Creates and manages budgets
- Keeps financial records

SECRETARY



- Keeps accurate records of Council Meetings
- Issues notices
- Maintains strata documents

COUNCIL MEMBER



- Assists Chairman, Secretary and Treasurer
- Responsible for insurance, maintenance and By-laws

Who does what?

The roles and responsibilities of each member of the Council of Owners vary, with each role working closely with their Strata Manager to oversee and manage the below responsibilities:



ENFORCING BY-LAWS

& RULES OF THE STRATA COMPANY

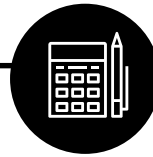
Strata Manager
+
Council Member



OVERSEE AND MANAGE

THE COMMON PROPERTY

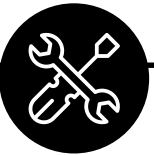
Strata Manager
+
Council Member



CREATE AND MANAGE

THE BUDGET

Strata Manager
+
Treasurer



OVERSEE REPAIRS

AND MAINTENANCE

Strata Manager
+
Council Member



REPRESENT

THE STRATA COMPANY

Strata Manager
+
Chairperson



ORGANISE & CONDUCT

MEETINGS

Strata Manager
+ Chairperson
+ Secretary



RECORDS AND FINANCES

KEEP RECORDS & FINANCIAL REPORTS

Strata Manager
+
Treasurer

Have a specific question about
your role on the Council of
Owners? [Click Here](#)

