

# Strata Liaison job description

---

## **Purpose of the policy**

To ensure the Strata Liaison is aware of their responsibilities.

## **Source of authority**

Appointed by the Board of Directors annually.

## **Description**

The Strata Liaison works with the board to ensure that the Board of Directors are kept up-to-date on all Strata related matters, and that the Co-op and the Strata work efficiently and effectively together.

## **Responsibilities**

1. The Strata Liaison is responsible for attending all Strata Council meetings and reporting on them to the Board.
2. Strata Liaison ensures that minutes of the meetings of the Strata Council and Strata Corporation are recorded and available as soon as possible.
3. Strata Liaison reports the business of the Strata to the Co-op Board in writing monthly, requesting any motions that may be required for the Strata Council to carry out its business in a timely manner.
4. All Strata related correspondence will be placed in a binder in the Co-op office.
5. All correspondence and email between the Strata Liaison and the Co-op's Strata Lawyer will be copied to the President of the Board of Directors.
6. The Strata Liaison, works with the Strata Property Management company to make sure that it is carrying out the conditions of its contract.
7. The Strata Liaison ensures that Co-op Board directors have access to Strata Council minutes and board reports for the Strata, the Strata Act and Standard Bylaws and any contracts that are relevant.

Approved November 24, 2009

