

Property Management – Specification of Competency Standards

Unit of Competency

**Functional Area : Property Management Services for Owners,
Tenants and the Community (Owners’ Meeting)**

1. Name	Arrange meetings for owners and tenants	
2. Code	PMZZOS402A	
3. Range	Drafting of agenda and minutes of the meeting, and serving notice according to prescribed rules	
4. Level	4	
5. Credit	3	
6. Competency	<u>Performance Requirement</u>	
	6.1 Rules and procedures of meetings	● Understand rules and procedures of meetings, including notice period, standing orders, minutes of meetings and confirmation, posting of minutes, etc.
	6.2 Arrange meetings to take place	● Draft agenda and serve notice in accordance with the notice period stipulated ● Register attendees information correctly and ensure that the quorum of the meeting is maintained to give effect to the meeting ● Attend meetings to answer questions posted by owners/tenants, arrange voting / counting of votes, take minutes of discussions made
	6.3 Writing meeting minutes	● Prepare minutes and post up timely in accordance with legal requirements
7. Assessment Guidelines	The integral outcome requirements are: (i) Able to be familiar with rules of meetings, understand the effects on the resolutions if there are breaches to the rules of the meeting, and thereby arrange meetings strictly in accordance with prescribed rules to ensure validity of meetings (ii) Able to clearly record discussions made in meetings and resolutions passed, and to ensure that minutes are circulated effectively according to prescribed legal provisions, and that minutes are posted on designated location according to the time frame stipulated after confirmation	
8. Remarks		