



## DIRECTOR'S ROLE AND RESPONSIBILITIES

(Open for comment until AGM 4.10.14)

A Director is a valued role in the community. All members have a responsibility to assist and support Directors in their role. The Co-Operative is required to elect seven volunteer directors at Annual General Meetings. The role and responsibilities of directors is outlined in the Co-Operative's rules and by Dept. of Fair Trading ([www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au))

A director is expected to:

- Attend monthly meetings, sign the attendance book, and stay for the duration of the meeting. If unable to attend, give apologies, and appoint a deputy by giving written notification to the secretary of the name of the member who will represent you.
- Call or attend an emergency Director/Community meeting if a decision or action is required between meetings. All directors to be given 48 hours notice of the meeting. Provide notice to the membership through the community notice board and group text system.
- Read meeting minutes to ensure they are an accurate record and to keep informed on current issues
- Review, understand and monitor Treasurer's regular financial statements  
You have a statutory duty to prevent the co-operative from becoming insolvent
- Be familiar with and seek to uphold Goolawah's Rules, By-Laws, community decisions and procedures
- Manage and oversee the day-to-day operations and business of the co-operative on behalf of members. E.g. carry out projects and decisions as approved by members, seek support and assistance from members, review and sign correspondence as required.
- Ensure the co-operative's activities are lawful and meet legal obligations
- Serve the community's best interests above personal or interpersonal interests. Declare potential conflicts of interest, act appropriately if conflict of interest exists.
- Not to use your director's power in an improper way
- Keep members informed of activities and issues
- Ensure member's privacy and confidentiality is maintained

Personal Characteristics:

- Honesty, straightforwardness, integrity, accountability
- Leadership
- Dedication
- Act with care and diligence
- Good interpersonal and communication skills
- Open and approachable
- Team worker
- A logical and independent thinker
- A good role model
- Professional, courteous and compassionate

Goolawah has \$1 million liability insurance cover for Office Holders and Directors