

DIRECTOR'S ROLE AND RESPONSIBILITIES

Goolawah Co-Operative Ltd has an insurance policy that provides \$1 million liability cover for Office Holders and Directors



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 the [Department of Fair Trading](#).

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
- Act as a **first port of call** for those members in dispute or breaching the Code of Conduct.
- **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 any potential conflicts of interest and act appropriately where conflict of interests exist.
- **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**