

GOOLAWAH CO-OPERATIVE - GOVERNANCE

CO-OPERATIVE MEMBERS and BOARD

CO-OPERATIVE RULES and BY-LAWS

Code of Conduct

**Delegation Manual for
Directors & Office Holders (R)**

**Directors Duties and
Responsibilities (R)**

Membership and Guest Policies

Associated documents:

- Membership / Guest Applications
- Membership / Guest Handbooks (R)
- Share Transfer Form
- Member Ratification Form
- Adult Child of a Member Agreement
- Membership Guide Checklist

Complaint Management Policy and Procedure (R)

Associated documents:

- Complaint Form
- Resolving Disputes Information package (R)

Note: some documents need to be reviewed (R) or developed (D).

Fire Action and Land Management Plans (D)

- Tree Felling Flowchart

Finance Policy (R)

Associated documents:

- Approved Community Job List
- Work Claim Form

Machinery Policy (R)

Associated documents:

- Machinery / Tractor Usage Agreement

Privacy Policy (R)

General Meetings are held monthly to;

- confirm minutes of the last preceding general meeting
- address business arising and general business
- receive reports from office holders and committees
- consider any special or ordinary resolutions.

The Annual General Meeting is held in October.

Other documents:

- Chairperson and Minute Taker Guidelines
- Proxy Form