

Membership Process Checklist

Filed by secretary with other membership documents

Applicant's name: _____

Applying for Joint Membership with: _____

Membership Guides: _____

Step One - Guide signs off	Date/s	Signature
1. Questionnaire received by Secretary and posted on website		
2. PM advised of GM outcome re discussion of Questionnaire		
3. Three referees provided and contacted		
4. National Crime Check sighted and reviewed		
5. Court record search completed		
6. Identity Check completed		
Step Two - Guide signs off		
7. Stayed at the Co-operative a minimum of 14 days Dates:		
8. Met a minimum of 45 adult members		
9. Attended two General Meetings		
10. Attended two community events		
11. Attended one working bee		
12. Progress Meeting with PM <i>One week prior to the meeting provide copies of last Treasurer's Report, Member's Liability, and invite Membership Director and notify members via the Phone Tree</i>		

Step Three - Director signs off	Date/s	Signature
<p>13. Progress Meeting with PM</p> <p>At the meeting:</p> <p><input type="checkbox"/> Review documentation.</p> <p><input type="checkbox"/> Discuss member concerns (if any).</p> <p><input type="checkbox"/> Discuss Governance Structure - use Governance Chart and refer to policies</p> <p><input type="checkbox"/> Discuss issues and challenges of community living.</p> <p><input type="checkbox"/> Discuss inherent risks – bushfire, flood, wildlife.</p> <p><input type="checkbox"/> Discuss costs, effort, time, and possible stresses.</p> <p><input type="checkbox"/> Discuss Monthly Treasurer’s Report.</p> <p><input type="checkbox"/> Discuss Member’s Liability (<i>Rules 20 to 22</i>)</p>		
<p>14. All membership documents given to the Secretary at least 48 hours prior the General Meeting Review (<i>Membership Director responsibility</i>)</p>		
<p>15. General Meeting Review without PM (<i>Secretary must have all documentation available at the GM, including completed ratification and share transfer forms if required</i>)</p>		
<p>16. At a GM subsequent to the GM Review, the vote for PM eligibility for membership takes place.</p>		
<p>17. Share Transfer Form completed, signed, and witnessed by a director</p>		
<p>18. Ratification Form completed, signed, and witnessed by a director</p>		
<p>Secretary sign offs</p>		
<p>19. All duties completed by Secretary after Ratification General Meeting (<i>refer to Ratification Form checklist</i>).</p>		