



## What is the Chairperson's Role?

- Chair the general and directors' meetings.
- Have a working knowledge of the rules of your Co-operative.
- Keep meetings and members 'on track' with agenda and timelines.
- Work closely with directors and when planning.
- Keep members informed and induct new members to your Co-op.
- Be a good representative of your Co-op at CEHL and other events.
- Train other members to do the role - succession planning.

## The Responsibilities of the Chairperson

### Chair Meetings

**Directors' meetings** - usually monthly. General Meetings and **AGM** - for all members.

### Before meetings:

- Consult with the Secretary to set the agenda and allocate time for each item.
- Be clear on the purpose of the meeting- does a decision need to be made, or is it information sharing?
- Ensure reports from each office bearer are ready to present

### During meetings:

- Ensure there is a quorum. Read your co-op rules to know what your quorum is (generally, this is 50%+1)
- Start when the Secretary is ready.
- Ensure the agenda is followed and time is used well.
- Keep discussions focussed and allow all members to have input.
- Close each agenda item noting actions agreed upon and a timeframe. Move and second any decision.
- Ensure members comply with the code of conduct and that conflict of interest is recognised if it occurs.
- Use standing orders from your Co-op rules if chairing a challenging meeting.

### After meetings:

- Check that the minutes are a true record of the meeting before they are adopted (moved and seconded at the next meeting).
- Follow up that tasks agreed in meetings are actioned.

### Your Co-op Rules

Your Co-op has its own set of rules endorsed by CAV (Consumer Affairs Victoria).

Your rules set out details that the chairperson needs to know:

- How often you are required to hold meetings.
- Specifics about:
  - Directors' meetings.
  - Special general meetings.
- Annual General Meeting.
- If there are standing orders (formal chairing for keeping a difficult meeting on track).
- A dispute resolution clause.

The rules need to be available for any member who requests them.

### Changes to your Co-op Rules

If your Co-op is considering rule changes:

- Check your CC Agreement with CEHL, and
- Seek info from CEHL about the CAV required processes.

### More information:

<https://www.consumer.vic.gov.au/licensing-and-registration/Co-operatives>

## The Responsibilities of the Chairperson continued

### Keeping Members Informed

- Inform all members of any end or start of membership.
- Lead the induction of new Co-op members and introduction to the group.
- Advise members of (major) decisions from directors' meetings.
- Request reports from each office bearer summarising activities since the last meeting.
- Share news that may affect members, including:
  - Updates on new policies or changes.
  - Training opportunities.
  - Upcoming events from CEHL or the local community.
- Manage any member responses in meetings to either:
  - Close it off with a clear answer, or
  - Allow a limited timeframe for discussion in the meeting, or
  - Schedule a discussion at another time.
- The chair summarises any action/ decision by putting forward a motion to be moved and seconded.

### Work Closely with Directors

- To ensure your Co-op's best interests are front of mind, directors plan together for
  - Meetings and follow-up.
  - Budget planning.
  - Active membership and succession planning.
  - New membership induction.
- Alert directors if a conflict of interest arises. The member must excuse themselves from discussion and decision on a matter that is a conflict. This is noted in the meeting minutes.
- Alert directors to specific process for special resolutions (such as changes to Co-op Rules or a proposed expulsion of a member).
- Seek an agreed Co-op position on matters where the Chairperson may be representing your Co-op .

### Further Information

The following is available on the CEHL website at [www.cehl.com.au/CoopGovernance](http://www.cehl.com.au/CoopGovernance)

- Template Codes of Conduct for Directors and Members
- Conflict of interest information
- Meeting Procedures Guide



### Need Assistance?

Please contact your CEHL Co-operative Development Co-ordinator (CDC):

Phone: **9208 0800** or Freecall **1800 353 669**