



What is the Director's Role?

- Be responsible for the good functioning of your Co-op Board.
- Ensure that all Co-op responsibilities are well-managed.
- Be accountable to your Co-op's members.
- Enable active membership of all members.
- Respond to issues affecting your Co-op.
- Be a positive influence and always act in the best interests of your Co-op.

Who can be a Co-op Director?

Any current eligible member can be nominated to be a director as per your Co-op rules.

There is an exception which states current bankrupts or directors of a company declared insolvent or those convicted of fraud, as specified by the Co-operatives National Law Application Act 2013 can not be a Director.

The Responsibilities of the Director

General Responsibilities

- Attend meetings and be constructive.
- Have the Co-op's best interests in mind when making decisions.
- Prepare fully for meetings.
- Ensure proper records are kept.
- Ensure members are informed of Co-op board decisions.
- Encourage active membership and train others to help out.
- Work with other directors on Co-op planning.
- Set an annual budget and track it for the year.
- Communicate with CEHL, by providing reports as requested and fulfill all other obligations under the CCA.
- Report to members about your area of responsibility.

Oversee any roles or subcommittees that directors are responsible for. You may be appointed director for:

- **New member selection.**
- **Maintenance (if a CERC).**
- **Rents officer (if a CERC).**

Handy Tips to Help with the Director Role

- Anti-social or disruptive behaviour from member can be very unsettling for your Co-op. CEHL has access to courses on how to handle Challenging Situations, please check in with your CDC about what is available.
- Signing blank cheques is a fraud risk. Only authorise payments when you have an invoice.



The Responsibilities of the Director continued

Help Meeting Run Smoothly

- Stay focused on agenda topics.
- Listen without interrupting or talking over other speakers.
- Ask questions for understanding, not to find fault.
- Avoid being defensive if challenged.
- Do not revisit decisions after voting and accept decisions of the democratic Co-op.



Follow the Director's Code of Conduct

Being familiar with and keeping to the code of conduct for Directors, which addresses the following, will ensure the smooth running of your Co-op:

Confidentiality

- Directors and members are required to follow confidentiality and privacy legislation.
- All issues discussed at board meetings are confidential unless otherwise specified.
- Unauthorised disclosure of personal information about a Co-op member, their family, an applicant or a CEHL staff member is a breach of confidentiality. It may constitute an action to expel a membership.

Conflict of Interest

- A conflict of interest must be declared by a Co-op director at the time it occurs.
- Conflicts of interest may include:
 - Decisions regarding members or applicants who are family or friends (for example maintenance on their property, new member selection, transfers within the Co-op, appointment of a tradesperson with links to a Co-op member or their family).
 - Rent arrears action decisions - any director currently in arrears is not to participate in these discussions or decisions until their own arrears are paid.
 - A personal bonus or favour being offered from a business used by the Co-op. A director cannot receive a direct or indirect financial advantage from the operations of the Co-op.
- A declaration of a conflict of interest will be minuted, and that director/ member is unable to be present at any deliberation or decision related to the matter.

Further Information

CEHL website:

- Director's Guide and governance information
- Quick Guides for Secretary, Chairperson and Treasurer
- Guide on member selection
- Maintenance responsibilities for CERCs
- Property and Guide for CERCs

Rent Officers of CERCs

- Work with your Treasurer to cover the "Rent Collection and Arrears" actions as outlined in the Treasurer Quick Guide.

Need Assistance?

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

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