



MAPLE STREET CO-OPERATIVE & MALENY COOPERATIVE CLUB LIMITED

ROLES AND RESPONSIBILITIES OF DIRECTORS

In general, the Board of Directors of Maple St Coop and the Maleny Cooperative Club Limited (trading as The UpFront Club) have the following responsibilities:

- To uphold the mission, vision and philosophy of the Maple Street Coop and the Maleny Cooperative Club Limited
- To advise the Manager on matters within its competence
- To oversee the operations of the Maple St Coop and The UpFront Club through the Manager
- To assist the Manager with direction and advice with regards to operating the Cooperatives efficiently and effectively
- To assist the Manager in strategic planning
- To constructively challenge the Manager when this is warranted
- To operate ethically and with integrity
- To prepare for and attend Board meetings on a regular basis
- To understand the Co-operatives Act, Regulations and Rules legal requirements and responsibilities of Directors
- To advise the Manager on matters relating to the protection and preservation of the assets and financial viability of the Maple St Coop and Maleny Coop Club Limited
- To advise the Manager on matters of legislation pertinent to the operation of both Cooperatives, e.g. Workplace Health and Safety, Industrial Relations, Environment Protection, Anti-discrimination, Equal Opportunity Employment, and other legislation which may impact on the Cooperatives
- To stay abreast of developments in:
 - The community served by the Cooperatives
 - Government policies and legislation affecting the functioning of the Cooperatives
 - The activities of other Coops and businesses that may impact on the Maple Street Coop and Maleny Cooperative Club Limited.

So that the Maple Street Coop and Maleny Cooperative Club Limited can respond appropriately to any changes that may affect their operations or viability:

- To advise fellow Directors of the name of a current Cooperatives member who has expressed an interest in being appointed to the Board.
- To appoint the Manager and to participate in performance appraisal of this position at agreed intervals - To review, evaluate and approve monthly and yearly financial statements. To review and evaluate other areas of the Cooperatives operations for which it is responsible.
- To appoint a Secretary to the Board