



Maple Street Co-operative Society Limited

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NOMINATION FORM FOR POSITION OF DIRECTOR OF THE MAPLE STREET CO-OPERATIVE SOCIETY LIMITED

Complete this form if you would like to nominate for a position as a Director on the Board of Directors of the Maple Street Co-operative Society Limited. The purpose of the Board is to oversee the setting of policy, to be involved in strategic planning and to represent the entire membership. All Directors are expected to have and use an email address and to come to regular monthly meetings prepared, having read and absorbed circulated material. Nominees are required to supply a resume and brief outline of their qualifications and experience and to sign the 'Fit and Proper Person' declaration attached. We recommend you visit the Office of Fair Trading website and make yourself familiar with the rights and obligations of Directors.

Nomination forms need to be received at secretary@maplestreet.coop or delivered to the Maple Street Co-operative Office, 37 Maple Street, Maleny 4550 by 4pm on Monday 14th October 2019.

Please print clearly.

Date: / /

Nominator - I, _____ Being a current member, hereby nominate
_____ for the position of Director of Maple Street Co-operative Society LTD.

Signed Nominator: _____ Share Number: _____ Member Number: _____

Seconder: - I, _____ Being a current member, hereby nominate
_____ for the position of Director of Maple Street Co-operative Society LTD,

Signed Second: _____ Share Number: _____ Member Number: _____

Acceptance - I, _____ accept the nomination.

Share Number: _____ Member Number: _____ Phone Number: _____

Signature: _____ Email: _____ Date: / /

The Fit and Proper Persons Declaration supplied with this form also needs to be completed and signed and each page initialled. Please also include a brief resume that we can use to introduce you to members prior to the meeting.

Received by: *print name* _____

Initial: _____

Nomination Information for Directors of Maple Street Co-operative

Maple Street Co-operative is a trading co-operative with share capital and as such, is subject to the Co-operatives Act 1997. (See more details at: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/cooperatives>) We put importance on recruiting new directors who can add experience, passion and integrity to the Cooperative and will contribute to its long term sustainability and growth.

Remuneration: The position is considered to be voluntary, however, in respect to the time and other costs directors may incur, remuneration is considered at each AGM.

Commitment: Directors attend regular monthly meetings (currently the third Tuesday of each month at 09:00 am at the Maleny Neighbourhood Centre.) Directors need to be contactable by email for regular communication and response to issues that come up between meetings. Additionally, directors take on specific roles and responsibilities, individually or in committees, that may require between five to ten hours each week. Ideally, directors commit to a minimum four-year term.

Eligibility: Directors need to be current members of the Coop and over 18 years old. They must not be current employees of the Coop.

Election Process: Nomination forms must be signed by two directors and be completed (three weeks) prior to the annual AGM. Nominees will have the opportunity to make a brief presentation to members at the AGM. Directors are elected for a four year term. Interim directors can be chosen by the Board if a vacancy occurs mid-year. They must be confirmed at the next AGM.

Qualifications for Directors:

The board strives to have a balance of necessary skills and experience as well as gender and age, so the exact qualifications we are seeking may change according to the current composition of the board. The general areas of qualification we are looking for are:

✦ Professional business and leadership skills

- Skills and experience in retail or other business. A good grasp of financial management, human resource management, the retail and health food industry, board governance and legal issues around business.
- Directors need to be able to understand monthly financial reports and the legal requirements of directorship and the retail business.
- We use the Carver Model of Policy Governance as a base. It is helpful to have an understanding of this.
- The creativity to vision the future and the skills to bring that vision into reality.

✦ A passion for cooperatives and community

- A willingness to fully embrace the Coops commitment to consensus decision making at all levels, which requires excellent interpersonal skills and an understanding of facilitation, as well as a general respect for the views of others.
- An understanding and commitment to community enterprises and cooperatives and a the role of cooperatives in creating strong, self-reliant local communities.
- Commitment to sustainable and triple-bottom line business practices (ecological, social, financial).
- An interest in healthy lifestyle choices.
- A willingness to understand the history and roots of this Cooperative in considering its future.
- A commitment and understanding of the Cooperative Principles.

✦ Personal integrity and ability to be part of a team

- Board members must be willing to impartially represent the interests of all stakeholders, especially members, but also including customers, staff, suppliers and the general community
- A high level of personal integrity, which includes ability to maintain confidentiality, honesty, respect for other opinions, a balanced approach to working in a team and the ability to put the interests of the Cooperative before personal interest.

MAPLE STREET CO-OPERATIVE SOCIETY LIMITED

A “Fit and Proper” Person Policy, Definition and Declaration

A ‘Fit and Proper Person’ is a person who has the educational or technical qualifications, knowledge, skills, experience, competence, diligence, judgement, character, honesty, integrity and reputation required to satisfactorily discharge the responsibilities of the Position of Director.

The concepts of Honesty, Integrity and Reputation have to be read in a broad sense as extending in particular, but not only, to:

- fair dealings with members and customers
- establishment and maintenance of a proper compliance culture, which demonstrates proper respect of legal, regulatory and professional obligations
- candour and good faith in dealings with regulators.

	Response & Explanation
Have you ever failed to discharge your responsibilities as a director, manager of, or a professional service provider to, an entity with competence, diligence, sound judgement, honesty and integrity?	
Have you ever been declared bankrupt under Australian or foreign law?	
Have you ever been convicted of an offence against, or arising out of, a law in force in Australia or a foreign country related to dishonest conduct?	
Do you have any conflict of interest which may influence your ability to carry out the role and functions of the position of director?	
Have you ever failed to disclose a conflict of interest, failed to disqualify yourself because of a conflict of interest, participated in deliberations relating to a matter in which you had a conflict of interest, or acted in your own interests in preference to the interests of others contrary to a legal, professional or ethical obligation?	
Have you ever been personally refused a license or authorisation relating to a commercial or professional activity, or had such a license or authorisation revoked?	

<p>Have you ever acted as a director or manager of an entity which was insolvent, placed under insolvency administration or statutory or judicial management, or which failed to repay, or otherwise meet its financial obligations to creditors or beneficiaries?</p>	
<p>Have you ever demonstrated a lack of readiness and willingness to comply with legal obligations, regulatory requirements or professional standards?</p>	
<p>Have you ever perpetrated or participated in negligent, deceitful, or otherwise discreditable business or professional practices?</p>	
<p>Have you ever been the subject of criticism, discipline, punishment or adverse findings, directions or orders, by a court, official inquiry, regulatory agency, complaints handling body, dispute resolution body, or professional or industry body concerning your conduct as a director or manager?</p>	
<p>Have you ever been the subject of disciplinary action by the board or management of Maple Street Co-operative Society Limited?</p>	
<p>Have you ever been the subject of civil or criminal proceedings, or enforcement action which reflected adversely on your competence, diligence, judgement, honesty, integrity or reputation?</p>	
<p>Have you ever been terminated, resigned or asked to resign from a position as a director or manager of an entity for misconduct?</p>	
<p>Have you ever hindered, been obstructive, misleading or untruthful in dealing with a court, tribunal, official inquiry, regulatory agency, complaints handling body, dispute resolution body, or professional or industry body?</p>	

MAPLE STREET CO-OPERATIVE SOCIETY LIMITED - A "Fit and Proper" Person Declaration

DECLARATION

I declare that I am a Fit and Proper Person as per the above criteria and have initialled each page of the Declaration.

I declare that I have read and understood to the best of my ability the Fit and Proper Person Policy.

I declare that I have disclosed, in writing, all material information (if any) to the board of Maple Street Co-operative Society Limited about any of the matters listed above and will promptly notify the board of the Maple Street Co-operative Society Limited after the occurrence of any event which adversely affects my standing as a 'Fit and Proper' Person.

I acknowledge that the Maple Street Co-operative Society Limited may conduct checks and obtain references to establish that I am a Fit and Proper Person and provide my consent for the Maple Street Co-operative Society Limited to obtain a police check if required, and should any statement I make in this declaration be false, I consent to resigning from my Position of Director with the Maple Street Co-operative Society Limited if requested to do so by a majority decision of the board.

.....
Name of Responsible Person

..... Date:.....
Signature of Responsible Person

.....
Name of Witness

..... Date:.....
Signature of Witness