



## Cooperative Checklist General & Board Governance

Checklist Item	YES/NO
1. Do you have a folder with key documents in it? - Governing document – Constitution, Certificate of registration from State Registrar, Formation meeting documents and records showing the Act was applied correctly, insurances – Director’s Liability and Public Liability Insurance	<input type="checkbox"/>
2. Copies of Director’s consent to Act All new and resigning Directors notified to the Registrar	<input type="checkbox"/> <input type="checkbox"/>
3. Copy of: Member register abiding by the requirements in the Act s212 Have inactive members been removed? Do you have a Director register? Loan and security for loan register (if applicable)? Are these documents keep at registered office?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Do you have copies of meeting agenda for each meeting?	<input type="checkbox"/>
5. Copies of signed meeting minutes? (signed and dated by the Chair with the words these are a true copy of the meeting minutes)	<input type="checkbox"/>
6. Have you created a Director’s introduction pack for new Director’s containing: Director’s Duties and Responsibilities Consent to Act Governance principles Agenda of meetings for the year Skills Matrix (to be completed by each Director) Constitution and key documents	<input type="checkbox"/>
7. Do you review of Skills Matrix annually to make sure that you have the right skills mix on the Board?	<input type="checkbox"/>
8. Do you also have scanned copy of key Documents?	<input type="checkbox"/>
9. Do you have a document setting out the Board Meeting principles/ Governance: Requirement to apply cooperative principles Voting and principles re: majority and single vote Dealing with split Boards Meeting minutes – agreed form, when they will be sent out (i.e. 1 week before the meeting), signature protocol by Chair Agenda sent 1 week in advance with the ability to comment before the meeting, are they in an agreed format? Election and rotation of Directors – What are the principles behind this?	<input type="checkbox"/>
10. Formal documentation – do you have: Standard letter with registration details on the letterhead? Name of the cooperative on all documents sent out for the year? All contracts signed by 2 directors?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>





resolution happening

Have all Agendas and Meeting minutes been saved electronically and manually?

Have all meeting minutes been properly signed?

Delegation – when it can happen?

Removal or resignation of Directors – ensuring the resignation is on file

Proxy rules – s229

When a ordinary resolution is needed and when a special resolution is needed, when a circular resolution can be used – s237 – 46?

Have all members been vetted and approved at Board meetings?

Are the bank accounts in the name of the cooperative?

Have funds been used solely for members?

  
  
  
  
  
  
  
  


**5. Secretary:**

Appointment by Board – documentation in the key file to show this appointment

**6. Duties of Board and employees set out in a document so decisions can be made using these:**

**HAS THE BOARD USED**

Care and diligence – s192

Good Faith - s193

Use of position – s194

Use of Information – s195

Penalties, these need to be documented and part of the board induction pack – 192/6, 201

Remuneration of the Board – no fees unless approved, travel and expenses for Board, committee or AGM only

Sale of land to Cooperative by a Board member – has this been complied with

General penalties – Offences, enforcement and remedies and penalties s536 – 69

Things the rules must include – do the Rules comply?

  
  
  
  
  
  
  
  
  


**7. Management Contract**

Approved by the Special Resolution and this is has been documented and keep for the records.

**8. AGM**

Happened each 12 months period?

Within in 5 months of end of FY?

14 days notice given?

Prescribed form used, which complies with Act

Quorum present? 5 members PLUS 1 per every 10 members, after first 50 if under 200, if over 200 PLUS 1 per every 50 members over the 200 number

Chairperson attending or their representative?

Where the voting rules complied with?



Meeting minutes taken and signed as a true record by the Chair

**9. Financial**

Keep and maintained correctly?

Financial report is only needed if a large cooperative, is the cooperative still a small one?

If needed does it comply with s 273-7?

If need to be audited, were they audited (Auditor requirements if applicable are Division 12)?

Done within 5 months of FY end?

**10. Fundraising**

Have fundraising activities complied with Part 3.4

**11. Annual Directors Report**

Has it been created in accordance with s278-81