



Thank you for considering nomination to the Blue Mountains Food Co-op Board of Directors at the 2015 Annual General Meeting to be held on 24th November.

The Board of Directors consists of seven honorary members, including one representative from the staff, and meets monthly 11 times a year on the third Tuesday of the month from 6pm to 8pm in the Co-op office in Katoomba. Depending on their role, a board member would expect to spend approximately 2 hours per month on board business.

Two board members are required to retire at each AGM, but may re-nominate for election to the Board.

Board Directors receive a further 20% discount on their shopping at the Co-op, in addition to their 10% membership discount.

Directors are responsible for:

1. **Compliance monitoring** – ensuring compliance with the rules, objectives, purposes and values of the Co-op
2. **Co-op governance** – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them
3. **Strategic planning** – reviewing and approving strategic direction and initiatives
4. **Regulatory monitoring** – ensuring that the Co-op complies with all relevant laws, regulations and regulatory requirements
5. **Financial monitoring** – reviewing the Co-op budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the Co-op
6. **Financial reporting** – considering and approving annual financial statements and required reports to government;
7. **Co-op structure** – setting and maintaining a framework of delegation and internal control
8. **Leadership selection** – selecting, evaluating the performance of, rewarding and, if necessary, dismissing the Co-op Manager
9. **Succession and remuneration planning** – planning for Board, Manager and co-ordinator succession, and determining the Manager's remuneration
10. **Risk management** – reviewing and monitoring the effectiveness of risk management and compliance in the Co-op; agreeing or ratifying all policies and decisions on matters which might create significant risk to the Co-op, financial or otherwise
11. **Dispute management** – dealing with and managing conflicts that may arise within the Co-op, including conflicts arising between Board members, staff, the Manager, members, or volunteers
12. **Social responsibility** – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable
13. **Board performance and composition** – evaluating and improving the performance of the Board

Please see the enclosed documents for further information.