INFORMATION
for Directors of Maple Street Co-operative

Thank you for your interested in becoming a Director!

The Board of the Maple Street Co-op is responsible for representing the members and leading the governance and strategic direction of the Co-op.

Maple Street Co-operative is a trading co-operative with share capital. It is regulated by the Queensland Government Office of Fair Trading and the provisions of the Co-operatives National Law Act 2020 . We suggest you search "Queensland Government cooperatives" which will take you to the Queensland government page which gives information about cooperatives and directors' duties.

We welcome new directors who can add experience, energy and integrity to the Cooperative and will contribute to its long-term sustainability and growth. We appreciate a diversity of skills and especially value skills in teamwork, communication, sound judgement, strategic thinking and personal integrity.

Remuneration: The position is considered to be largely voluntary, however, Directors currently receive an additional five percent discount at the Co-op, bringing the total discount to ten percent, plus reimbursement of any meeting, committee or meeting preparation expenses. Remuneration can change as determined by members at the yearly AGM.

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

Election Process : Nomination forms must be signed by two members and be submitted one month prior to the annual AGM. Written information about directors standing for election will be available to members prior to the election and nominees will also have the opportunity to make a brief presentation to members at the AGM. Interim directors can be chosen by the Board if a vacancy occurs mid-year. They must be confirmed at the next AGM.

Commitment:

- Directors attend regular meetings held in normal business hours at the Red Room, Rosetta Books. There are normally 6 three-hour meetings a year (currently the 3rd Tuesday 9am to 12pm, every second month; changeable & scheduled by agreement each year to suit all directors), plus the AGM.
- Directors need to be able to use email for regular communication. Directors will normally receive reports each month and five days before any scheduled meeting and are expected to have read all meeting papers prior to attendance. Typically, one hour reading each month to review results and updates.
- If major projects are undertaken the Directors can assist management by involvement in a board sub-committee but this is optional and depends on director interest, skills and willing to commit.

Qualifications:
The board strives to have a balance of necessary skills, experience and background. We do not expect directors to have skills in all areas, but strive for a balanced team. Board induction and access to training programs are provided to directors for ongoing education.
The general areas of qualification we are looking for are:

- 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 Co-operative before personal interest.

• 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 all are helpful in the role.
-- Directors need to be able to understand (or learn) monthly financial reports and the legal requirements of directorship and the retail business.
-- We use a modified Carver Model of Policy Governance as a base. It is helpful to have an understanding of this. Information is available on the web and the Co-op Governance Policies and procedures will be provided to you when you are elected.
-- Creativity to vision the future and the skills to bring that vision into reality.

- A passion for cooperatives and community and alignment with Co-op values

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

Identified Board Skills Matrix as at 30th June 2026

	Board Skills									
Board Members	**Co-ops**	**Finance**	**Strategy**	**H.R.**	**Retail**	**Technology**	**Marketing**	**Wellbeing**	**Risk**	**Legal**
AA	Yellow	Yellow	Yellow	Yellow	Yellow	Green	Green			
AL		Green	Green	Yellow		Yellow		Green	Green	Yellow
DL			Green		Green		Green	Green	Yellow	Yellow
PB	Yellow	Yellow	Yellow	Yellow			Yellow		Yellow	Yellow
PT		Green		Green					Yellow	Yellow
JW	Green	Yellow	Yellow							
PP	Green	Green	Yellow	Yellow	Green	Green			Yellow	Yellow

Green : "Subject matter expert" / Yellow: "Experience and interest"

Directors are sort who have at least one "green" area and preferability more so that the board has adequate coverage in all areas to allow the Board to lead and develop strategy.

For further information, please contact chair@maplestreet.coop or secretary@maplestreet.coop

NOMINATION FORM
for the Position of Director of
Maple Street Co-operative Society Limited.

- Nominations must be received by 30 September 2026 at 5 pm.
- Please read all the attached information
- Please complete both the Nomination Form and the Fit and Proper Form
- You will be emailed a link to provide an outline of your qualifications or a short statement about your interest and skills in becoming a director so that members can have voting information in advance.
- You may email a scan of the forms and a resume to secretary@maplestreet.coop or leave the forms in the office at the Co-op Shop.
- You must attend the AGM on Wednesday 28 October 2026 at 6pm at the Maleny Community Centre. You will be asked at that time to speak briefly about your reasons for wishing to join the Board and your qualifications, so please prepare for this and complete the requested short statement link.

Nominee	**Nomination Form**	**Please Print**
	Name:	
Declaration	*I accept the nomination to be considered for election as a director.*	
Signature		**Date**
Member / Shop Number		
Nominated by two members	**Name:**	**Name:**
Declaration	*I nominate the person listed above for the position of Director of Maple Street Cooperative Ltd.*	*I nominate the person listed above for the position of Director of Maple Street Cooperative Ltd.*
Signature		
Member / Shop Number		
Date		

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 **
1) 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?	
2) Have you ever been declared bankrupt under Australian or foreign law?	
3) 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?	
4) Do you have any conflict of interest which may influence your ability to carry out the role and functions of the position of Director?	
5) 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?	
6) 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?	
7) 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?	
8) Have you ever demonstrated a lack of readiness and willingness to comply with legal obligations, regulatory requirements, or professional standards?	
9) Have you ever perpetrated or participated in negligent, deceitful, or otherwise discreditable business or professional practices?	

10) 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?	
11) 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?	
12) Have you ever been terminated, resigned, or asked to resign from a position as a director or manager of an entity for misconduct?	
13) 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?	

** Please attach separate sheet with question number and the response if further explanation is required

DECLARATION

I declare that I am a Fit and Proper Person as per the above criteria.

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