

PROFORMA AGENDA
BOARD MEETING
(NAME) CO-OPERATIVE LIMITED

Time:

Place:

NOTE: specify address if in person, or provide zoom or MSTEAMS Link

Please email or call the Company Secretary if you are unable to attend.

It is important that you advise us beforehand if you are unable to attend, so that your apologies are included in the minutes, as board members attendance is required under the rules.

AGENDA ITEMS

1. **Welcome** or Acknowledgement of Country by the Chairperson – noting any apologies
2. **Approval of the Minutes** of the Board Meeting- of (date) :
RESOLUTION 1
That the Minutes of the Board Meeting of (date) be approved

Reports of Progress from each Chair of subcommittees:

3. **Finance and Audit Committee**

RESOLUTION 2

That the Monthly/Quarterly Finance Report be approved.

RESOLUTION 3

That the following invoices be approved for payment or reimbursement:

RESOLUTION 4

That the expenses of (name) be approved for reimbursement.

RESOLUTION 5

That (director's name) and (director/company secretary name) be authorised to sign the XXXX contract for XXXXX

4. **COMMITTEE REPORT**

RESOLUTION 6

That the Report of the XX be approved

5. MEMBERSHIPS

RESOLUTION 7

That the board being satisfied that (name) will meet the active membership criteria following application for new membership be approved and that x shares be issued

6. ADDITIONAL ITEMS

7. Reminder Board Meeting Times

8. Close

NOTES

MINUTES OF PREVIOUS BOARD MEETING

NOTE: Include minutes of the previous board meeting in the board papers.

CONTRACTS

NOTE: If contract needs to be executed include a resolution authorising 2 directors or a director and company secretary to sign the contract. Specify the contractor's name of organisation or the person's full name and the goods or services provided under the contract.

FINANCE AND AUDIT COMMITTEE

NOTE: Written report included in the Board papers and presented by the Chairperson of the Finance and Audit Subcommittee

NOTE: The Monthly/Quarterly Finance Report should include

- Profit and Loss as at last day of previous month
- Cashflow Financial forward projections
- Progress against Annual Budget
- BAS
(attached 2))

NOTE: List individual of invoices with invoice attached

NOTE: List individual's name and expense incurred and attach receipt

COMMITTEE REPORTS

NOTE: Written reports for each committee should be provided to the company secretary no less than one week before the board meeting so they can be collated and sent with the board agenda. Each report should be revised and approved or noted.

MEMBERSHIPS

NOTE: The Board must be satisfied all new applicants for membership meet the co-operative membership criteria before the board approves the new membership and approves the issue of shares.

NOTE: The board must review and confirm on an annual basis that each member has meet the active membership test for the preceding year and a letter must be sent to any inactive member. Refer to your rules for the next steps.

ADDITIONAL ITEMS

NOTE: Itemise any items for discussion and include a resolution for any items that require Board approval.

REMINDER BOARD TIMES

NOTE: Board meetings should be held regularly either monthly or quarterly, at the same time and the same day of the month. For example: 5pm on the first Tuesday of the month or the last Tuesday of the following months: July, October, January, April (after the BAS is completed)

Proposed date of AGM (less than 5 months from the end of the co-operative's financial year)

