



The Bulletin 27.09.2019

THIS BULLETIN IS FOR ALL YOUR MEMBERS. PLEASE SHARE IT AROUND. THEY CAN SUBSCRIBE DIRECTLY BY EMAILING THEIR NAME, CO-OP AND EMAIL TO enquiries@commonequity.com.au

Member Director Vacancies on the Board of Common Equity

We have two Member Director vacancies on the Board of Common Equity NSW to be elected at the Annual General Meeting (23rd November 2019)

If you wish to be nominated, please see attached instructions and forms that we require to be completed and returned back to: Nick@commonequity.com.au by **no later than Friday 11th October 2019.**

There are 4 forms that are to be returned. There is also an 'Overview of the Board responsibilities' sheet attached for your information.

If you require further information, please contact Nick on 9356 9200 or via email on Nick@commonequity.com.au

13/31 Market St, Sydney NSW 2000 T: 1800 066 834 / (02) 9356 9200

Postal Address: PO Box Q1323, Sydney, 1230

Email: enquiries@commonequity.com.au Web: www.commonequity.com.au



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SAVE THE DATE...

Our **ANNUAL GENERAL MEETING** will be held on the 23rd November 2019, 10.00am at **The Mercure** (818-820 George St, Sydney)

Award Nominations 2019

Recognising Positive Impact in Co-operatives' and within the Co-operative Sector

We are seeking nominations for awards from your co-operative and members, to be presented at the upcoming AGM on Saturday, November 23rd, 2019. Please see the Chairperson of your Co-op for further information.

Nominations need to be submitted by close of business, October 25th, 2019 to:

Email: Phoebe@commonequity.com.au OR dianne@commonequity.com.au
OR Post to: PO Box Q1323,
Sydney NSW 1230

13/31 Market St, Sydney NSW 2000 T: 1800 066 834 / (02) 9356 9200

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CO-OP FORUM

Saturday 26th October

Sydney Masonic Centre
66 Goulburn Street, Sydney

HAS YOUR CO-OP RSVP'D?

If you havent already, please make sure you RSVP. We would like to invite 2 members of your Co-operative to attend a Forum we are holding for the sector in Sydney on Saturday 26 October 2019 from 10am to 3pm.

The aim of the forum is to bring representatives of each Co-operative together to discuss a range of topics and issues important to our sector and determine how we best work together to address these. The outcome of these discussions will then help frame the next Company Cooperative Agreement which is up for renewal in 2020.

Can you please lock in this date, discuss with your Board and select the members who will attend from your co-operative.

We are limiting attendance to 2 members from each Co-operative only due to venue size restrictions, however, we will also keep a 'waitlist' of additional interested members in the event that some co-operatives are unable to attend.

More detailed information about the day including an agenda will be sent out to you in early October.

Please let Dianne know who will be attending from your Co-operative at dianne@commonequity.com.au.

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Position Available:

Cumberland Council Homelessness Project Officer

Just a quick update that the new Homelessness Project Officer role at Cumberland Council is currently advertised. Please refer to the link below:

<https://cumberland.applynow.net.au/jobs/CC957-homelessness-project-officer>

ATTENTION

As our maintenance staff are in and out of our office at times, please utilise the maintenance email address:

maintenance@commonequity.com.au

for those who wish to contact them, that way all members in the team will receive your enquiry.

Thank you!





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Common Equity Office numbers & Direct lines

NICK SABEL	CEO	02 9356 9200
STEPHEN WARDROP	PROPERTY MANAGER	02 9356 9220
JOANNA WONG	FINANCE MANAGER	02 9356 9221
DIANNE SAKR	EXECUTIVE ASSISTANT TO CEO	02 9356 9212
MIRJANA KREISELMAIER	CO-OP DEVELOPMENT MANAGER	02 9356 9210
GINA O'NEILL	SENIOR PROJECT MANAGER	02 9356 9224
MAINTENANCE OUT OF HOURS EMERGENCY		0432 664 486

TEAM	EMAIL ADDRESS
Co-op Development Team	CDT@commonequity.com.au
Maintenance Team	Maintenance@commonequity.com.au



CHECKLIST FOR NOMINEE MEMBER DIRECTORS

PLEASE COMPLETE THE CHECKLIST BELOW AND ATTACH TO YOUR NOMINATION FORM.

1. I have read the information sheet supplied in the information package

YES

NO

2. I understand and can commit to the time required to be a board member of CENSW and the meeting times/dates for board meetings

YES

NO

3. I understand I will be required to attend an orientation session for new board members and participate in the board mentoring programmed for new board members

YES

NO

4. I have read the information paper on the roles and responsibilities of a board member

YES

NO

5. I have been nominated by my Co-operative.

YES

NO

6. I have attached this checklist, my resume/profile and the required statutory declaration to my nomination form

YES

NO

Name:

Signature:

Date:

INFORMATION FOR POTENTIAL MEMBER DIRECTOR NOMINEES

Thank you for your interest in becoming a board member of Common Equity NSW.

Listed below are some frequently asked questions your may need to review when considering your nomination.

Questions and Answers for prospective board member nominees:

1. When would my board membership become active if I was elected?

You become a Board member once you have been elected at the 2019 AGM (November 23, 2019).

2. When is the first board meeting after my election?

The first board meeting is scheduled for February 2020

3. When are board meetings scheduled?

Board meetings occur every second month (on the even month) They are currently scheduled for the third WEDNESDAY evening of every second month

4. How long are board meetings?

Board meetings length will vary on the basis of the business for discussion but on average will be three hours starting at 5.30pm

5. How much time will I be required to spend on board matters?

- i) Board members will be required to attend board meetings and be members of at least one committee. Committees meet usually every second month on the odd month at an agreed time that suits the members of the committee. Some committees may meet monthly if the workload is high or if there is a special project they are overseeing. Board committees meet in the evening and usually the meetings last for about one and a half hours.
- ii) New board members are required to attend a half day orientation session
- iii) Board members are required to attend at least one co-operative consultation session per annum but are also invited to attend regional meetings if available.
- iv) Board members are required to attend the AGM which is held on a Saturday in November
- v) Board members are required to attend sporadic training sessions during the year and/or an annual development day
- vi) Every couple of years, the board holds a strategic planning day and members are required to attend

- vii) Board members are required to participate in teleconferences or working groups from time to time when a specific issue or project arises. They may also be involved in technical director interviews, CEO performance reviews, meetings with staff or co-operatives when the need arises
- viii) Board members receive papers in advance of the meetings they attend and are required to allocate their time to read and review the papers
- ix) Each board member is expected to review other documents that are circulated from time to time which provide background information regarding government policy, governance requirements on directors, new compliance requirements and regulations, sector issues.
- x) Board members are occasionally asked to represent CENSW at official functions

6. Am I expected to make a commitment to offer this time?

Yes. For the Board to ensure it meets all its governance requirements, we need each board member to fully undertake the duties of the Board. From this year onwards, we will ask nominees who address the AGM prior to the member director vote to confirm to co-operative members that they are able and prepared to commit to the time allocation required to be a board member

7. Am I re-imbursed for any out of pocket expenses for travel etc.?

Yes. A small sitting fee is also paid for board attendance and committee attendance.

8. Will I receive training as a new board member?

New board members receive an orientation and are required to participate in the Board mentoring program. This program links new board members with existing board members to support them in their new role and provide information, assistance and guidance. Training is also provided during the year and there are sometimes opportunities to attend conferences or other information sessions. Nominees are also welcomed to attend the October Board meeting (prior to the November AGM election) to learn a little about procedure and how a meeting is conducted.

We hope these questions and answers assist you. In addition, you have other information supplied in this package that includes the role description for a CENSW Board member and a short overview of the legal responsibilities of a Board member.

Please feel free to contact Nick Sabel, CEO if you have any other queries on 9356 9200 or Nick@commonequity.com.au

STATUTORY DECLARATION FOR BOARD MEMBER NOMINEE

Please sign a Stat Dec including the following wording and witnessed by a JP and attach to your nomination form.

I confirm that I am not disqualified from holding a director position, under ASIC requirements, that is, I am not nor have ever been an un-discharged bankrupt, subject to a personal insolvency agreement under Part X of the Bankruptcy Act that has not been complied with, nor am I subject to a composition under the Bankruptcy Act and final payment has not been made.

I have never been convicted of any offences such as fraud or offences under company law such as a breach of duties as director or insolvent trading.

Information regarding the ASIC requirements for a company director can be obtained at the ASIC website on www.asic.gov.au



Member Director Nomination Form

.....
Full name of Member Co-operative

Nominate:..... to be a
(Name in full)

Member Director of Common Equity NSW Ltd

And resides as a tenant member of the above name Cooperative at

.....
(Please insert current address)

Nominee's Statement of expertise and reasons to be on the CENSW Board (attach a separate page if you need more space):

Please also attach a brief resume

.....
.....
.....
.....
.....

I agree to my nomination as a Member Director for the CENSW Board

Signature of Nominee:..... **DATE:**.....

Signature of Cooperative Officer:..... **DATE:**.....

**Completed form to be sent to Nick Sabel (CEO), by 11th October 2019, 5.00pm.
Post: P.O. Box Q1323, Sydney NSW 1230 OR
Email: Nick@commonequity.com.au**

**Please DO NOT fax your application. Either send by post or email as above.
Thank you.**



HELP SHEET

Another free service of www.ourcommunity.com.au

Overview of your Board responsibilities

Because all not-for-profit organisations serve different community needs, their Boards and the types of responsibilities they undertake can vary enormously.

Essentially, though, there are certain basic tasks most Boards need to undertake if they wish to be successful. These can be categorised under the following headings:

- Legal and Financial Accountability
- Strategic Vision and Objectives
- Fundraising
- Advocacy
- Self-evaluation
- Meetings

These responsibilities are dealt with in further detail in this help sheet, and also in separate, more detailed help sheets in this section of the Boards, Committees & Governance Centre.

Legal and Financial Accountability

The Board is responsible for ensuring that your organisation meets all legal requirements and remains accountable to its donors and other stakeholders, including the State Government.

More particularly, the Board needs to make sure that the organisation acts according to its stated mission and for the purpose for which it receives tax exemption.

Legal and financial responsibilities are dealt with in greater detail in the [Overview of Your Legal Responsibilities](#) and [Overview of Your Financial Responsibilities](#) help sheets but some basic information is provided here.

The Budget

The budget translates the organisation's individual program goals and strategies into a financial plan for the next 12 months. The Board must finalise and approve the annual budget and needs to sign off on any items of expenditure outside the approved budget.

Board members need to develop a broad understanding of the organisation's programs and priorities as an essential component of their duty of care. This knowledge provides a sound basis for their financial decision-making, fundraising and further advocacy to the broader community. And it will allow them to consider whether the figures on the budget page actually represent the programs they wish to support in the following year.

All Board members need to be committed to the budget to make it work. This is especially important because not-for-profit Board members are often directly involved in raising funds to support programming for the organisation.

Reviews

Accurate and clear financial reporting is critical for the Board's reviews of programming and budgets. This vital information will allow Board members to be proactive in future budgeting, allowing them to more accurately target fundraising efforts to new priority areas and away from less successful projects.

Auditing

As part of their review, most not-for-profit Boards choose to appoint a qualified firm or individual to conduct an annual audit of the organisation's financial statements.

Although not always legally required, a properly conducted audit of the year's finances assists the Board in their forward planning, gives valuable information to potential donors and generally lends credibility to the organisation.

Ethics

All organisations have the potential to act dishonourably with quite devastating results. Just as commercial Boards have a responsibility to their shareholders for ethical and wise financial management, not-for-profit Boards are responsible to their funders and private donors. All transactions - financial or otherwise - need to be transparent with a consistency of approach and purpose. Check out the [Drawing up a Code of Ethics](#) help sheet for more information on this topic.

Managing Risk

Risk management is a vitally important part of a Board's role. The Board must look at all activities undertaken by the organisation with a critical eye to ensure that risks are minimised and appropriate insurance policies are taken out in case things go wrong. Refer to the [Risk Management](#) help sheets for more information about risk management.

Strategic vision and objectives

In establishing a new not-for-profit organisation, it is the Board's role to:

- define the organisation's demographics or constituency;
- describe its mission;
- set its values and ethical guidelines; and
- determine long-term goals.

Strategic planning enables groups to think through and document what they are doing, and for whom, and why they are doing it. The process encourages examination of established directions and strategies for contemporary relevance and results.

Further information is contained in the [Strategic Planning Overview](#) help sheet.

Safeguarding the mission and vision

The Board is the guardian of the community group's mission and vision - i.e. what it plans to achieve, where it wants to be and how it plans to get there. Its prime role, in fact, is to keep the vision alive by taking a leading role in planning for the future of the group. This is an important role for Boards serving groups with or without staff, although it works best in the former case; removed from the day-to-day concerns of the staff, the Board is ideally placed to stand back and take a detached view of potential future directions.

The Chief Executive Officer

Once the mission and vision have been decided upon, the Board must next develop a job description for a person to lead the fulfillment of these goals (if paid staff are going to be required). A process is then established to select the most appropriate person to become the Chief Executive Officer (CEO - or whatever other name the organisation gives its head person). This is an ongoing process as the same person will not remain in that post forever and the head person may well need to change from time to time to suit changing goals and strategies.

In the most productive situations, the Board works closely with its appointed CEO to further the organisation's goals and to broaden its financial and membership support base. Together they regularly review the organisation's overall mission and program goals and decide on a regular evaluation process for all programs to monitor program effectiveness.

An integral part of the organisation's annual cycle of review and planning is the CEO's performance review. The Board, in partnership with the CEO, should decide the process, timing and form of this review.

Further information is contained in the [Board-Staff-Volunteers](#) section of the Boards, Committees & Governance Centre.

Fundraising

One of the Board's most important roles is to ensure that there are adequate resources for the organisation to achieve its program objectives. Depending on the skills and resources of individual Board members, and the number of staff and volunteers serving the organisation, the Board's role could include:

- Assisting the CEO or Development Officer to identify potential grants or corporate sponsors
- Providing input into or developing fundraising plans
- Chairing or being a member of the fundraising committee
- Organising a fundraising event
- Personally approaching key sponsorship targets
- Hosting a fundraiser
- Making a personal contribution
- Helping to thank sponsors, donors and others supporters where appropriate
- Laying the groundwork with heads of government, philanthropic foundations and corporations for further support from these sectors.

Further information is contained in the [Mounting a Fundraising Strategy](#) help sheet and the [Our Community Funding Centre](#)

Ethics in Fundraising

Board members must ensure they are informed of not only the amounts raised in all fundraising campaigns but how and from whom the funds were raised. For example, supporters of many community organisations servicing young people would not generally approve of their organisations seeking financial support from tobacco or alcohol manufacturers. The public must feel confident that the Board will manage their donations and gifts exclusively to further the organisation's stated mission and objectives.

Fundraising risk management issues

The Board needs to be mindful of practical and risk management issues in relation to fundraising. For example, many organisations have found the administration of some fundraising campaigns have far exceeded their organisation's capacity to deliver. For example, many organisations have launched into a major raffle with pre-purchased cars or expensive holiday packages without first checking whether they had the resources to sell all the tickets.

It is up to the Board to undertake the feasibility studies and other necessary research to become fully aware of the potential risks of new and continuing fundraising strategies. They must be instrumental in overseeing and setting the parameters within which all campaigns will be conducted.

Advocacy

The Board is the primary link between the organisation and the broader community. It represents the interests of the organisation to the broader community and it should filter the diversity of stakeholder views back within the organisation.

To the community

Board members must be familiar enough with the organisation's programming to be able to clearly articulate the organisation's mission, accomplishments and goals. They need to be able to develop communication strategies that constantly build public awareness and reach new and broader audiences. This could include:

- **Community relations**
This may involve Board members speaking at industry and other conferences and seminars or hosting lunches and events for potential sponsors where they introduce the organisation and its mission. A regular article or column by a prominent board member in your organisation's electronic or print newsletter will build further credibility to your organisation's mission.
- **Media relations**
Board members are often required to be the media spokespeople for the organisation. This can mean agreeing to be interviewed on a particular issue in the print or electronic media or to compose letters to the editor or longer articles supporting or opposing government initiatives or other current events that impact on the organisation or its constituency.
- **Government relations**
Articulate and influential Board members can be used to lobby politicians and brief government officials about the key issues facing the organisation and its members.

For the community

Individual Board members can provide a voice for important segments of the organisation's constituency to influence future directions and individual strategies (although you must always keep in mind your obligation to the organisation as a whole).

At the same time Board members need to constantly have their "ears to the ground". It is critical that they take the time to regularly listen to candid internal and external views of how the organisation is performing.

Communications need to be structured to provide serious feedback that can potentially have a direct impact on the organisation's policy and future strategies.

Self-evaluation

Boards need to regularly evaluate themselves to ensure they remain representative, responsive and effective. Evaluation might be carried out informally or could involve holding a Board retreat or setting up a sub-committee specifically for this purpose.

A range of help sheets on this topic are contained in the [Better Boards](#) section.

Meetings

All Boards and Committees must hold meetings, and must do so as often as the community group's constitution dictates. The conduct of meetings is one of the most important issues the Board has to face and we have therefore devoted an entire section of our help sheets to this topic. Go to the [Board Business](#) section for more information.

[Click here](#) for more help sheets.

Our Community Pty Ltd www.ourcommunity.com.au ABN 24 094 608 705
National Headquarters: 51 Stanley St, West Melbourne Victoria 3003 Australia
(PO Box 354 North Melbourne 3051 Victoria)
Telephone (03) 9320 6800 Fax (03) 9326 6859 Email service@ourcommunity.com.au