

Dear potential applicant,

**Re: Expression of Interest for Board Membership**

Thank you for expressing interest in becoming a Member of the Board of Directors for the York & District Co-operative Limited.

Please find below, an outline of the process which will be followed:

**Step 1:** Advertising “Expressions of Interest for Board Membership”

**Step 2:** Applicant process (resume, certifications and addressing selection criteria)

**Step 3:** Selection Process by Panel nominated by The Board. The Panel will:

- carry out all due diligence, interviews (if required)
- make recommendations of successful applicant(s) to The Board
- rank applicants according to priority status

**Step 4:** Temporary Introduction of Applicant(s) as Guest Board Member(s) for a period of at least 3 consecutive meetings (confidentiality requirement, clarification of role & responsibility)

**Step 5:** Applicant(s) formally appointed as Board Members at AGM

***Please note: any canvassing of current Board Members, CEO or Company Secretary through any means and at any stage of this process would result in automatic exclusion of eligibility. Applicants will be withdrawn from the process.***

Please do not hesitate to make further contact should you consider any aspect of the process, role & responsibilities requires further clarification.

Yours Sincerely,



Hayley Corrigan

Company Secretary

For and on behalf of York & District Co-operative Ltd Board of Directors



The first meeting to discuss the possibility of setting up a Co-operative was held in the Town Hall supper room on the 17<sup>th</sup> of November 1917. Present at that meeting were 32 prominent people from the community. It was decided at that meeting to form a Co-operative and as such The York and District Co-operative was formed and the first meeting held on the 26<sup>th</sup> of November 1917.

The objective in forming a Co-operative was to provide the township and it's surrounds with the full facilities as those that were available in the distant township of Midland and the nearby larger town of Northam.

A Co-operative is open to all people to become owners, currently the purchase price of shares is \$2.00 per share with a minimum holding of 100 shares. Each owner has the same democratic rights, 1 vote per member irrespective of their number of shares owned.

A benefit of being a shareholder is that shareholders are able to become a Gold Reward Card holder in the Supermarket and Hardware stores and receive increased benefits on purchases made in each store.

The basic tenement in the operation of a Co-operative is to trade with the interest of the local community at the fore front of decision making; being professional, productive, and efficient in our businesses allows us to support our local community.

The Co-operative has grown and moved from various buildings in town with the range of services provided varying at different times. There are now two core businesses occupying three separate sites in Avon Terrace, supplying food, hardware, and garden supplies. The fourth building owned by the Co-operative in Avon Terrace is leased.

The two businesses operated by the Co-operative are supported by the buying groups of IGA/D Metcash and the Independent Hardware Group.

The Co-operative has had 7 Chairpersons and 13 General Manager/CEO's since 1917 and currently employs 72 staff, providing much needed local employment and opportunity to the youth of the town.

In operating to provide services to the local community, the Co-operative also assists in supporting locally based groups, clubs, and associations. As a Co-operative the returned benefits to people living in the district is larger than an owner operated business which would not be able to make the same size returns to the community. This is also important when looking at the people employed by the Co-operative when compared to a private employer and the significant money the Co-operative puts into the local economy.

Current as of 1 January 2022

**For the Roles & Responsibilities of Board Members please view the following link:**

<https://www.commerce.wa.gov.au/consumer-protection/running-co-operative>



### **APPLICATION REQUIREMENTS:**

1. Please present a current resume outlining:
  - a. personal particulars
  - b. qualifications (include **certified** copies of Certificates)
  - c. employment history
  - d. name, address, relationship of 3 referees.
2. Additional Documents: (costs are to be borne by the applicant; where originals are not accessible within the timeframe; certified copies of receipts of application of these will be acceptable)
  - a. Police Clearance (not more than 3 months old at time of close of applications)
  - b. Statement of Current Credit History Check (this can be obtained through a range of appropriate companies which are listed at <https://moneysmart.gov.au/managing-debt/credit-scores-and-credit-reports>).
3. To assist in the selection process, please outline the following (maximum 2 pages, 12 point font or two pages clearly hand written script)
  - Reason(s) why you would like to join the York & Districts Co-operative Ltd as a Board member.
  - Skills/strengths and how you would use these to assist the Board in guiding the direction of the York & District Co-operative Ltd.
  - Previous experience (either personal or professional) and how this prior experience will add to the depth and direction of the York & District Cooperative Ltd Board membership.
4. As per the Co-operatives Rules a Director of the Co-operative must hold a minimum of 100 shares to be purchased prior to admission to the Board.

### **Presentation Requirements:**

- Please do not staple, glue or bind your application in any way.
- If printing your application, use Times New Roman Font in size 12, please number all pages.
- Handwritten applications will be accepted provided handwriting is legible, please number all pages.
- Keep the pages of the application together by using an appropriately sized paper clip only.

**Please send applications marked “York Co-op Board Membership” to:**

York & District Co-operative Ltd  
PO Box 865  
YORK WA 6302

Dear potential applicant,

**RE: Desired Attributes sought by the York & District Co-operative Ltd in Board members**

Thank you for your interest and commitment in applying to the York & Districts Co-operative Ltd for a position as a Board Member.

For your information, please find below, a list of desired attributes sought by the York & Districts Co-operative Ltd for all members of the Board of Directors.

This document is by no means conclusive nor is it a checklist. The purpose of this document is to assist and guide applicants to ensure they understand the role and qualities sought in Directors.

With this in mind, our suggestion is for applicants to:

1. Read through and ensure you understand the skills required.
2. Commit that you will be able to interact as a Board member within these qualities.
3. Where possible, include information or evidence in your application about your ability to meet these qualities.
4. Share this document with your referees so they:
  - a. are aware of the qualities we are seeking and can provide examples of ways in which you meet them.
  - b. can prepare for the opportunity to provide feedback on your application when a referee check is being conducted.

Goodluck with your application.

Regards



Mia Monger  
Chairperson

For and on behalf of the York & District Co-operative Ltd Board of Directors



***DESIRED ATTRIBUTES SOUGHT BY YORK & DISTRICTS CO-OPERATIVE LTD IN BOARD DIRECTORS.***

**1. Honesty / Integrity**

In all dealings while representing York & Districts Co-operative Ltd.

**2. Teamwork**

Ability to respect alternative viewpoints, to work cohesively with fellow Directors and make positive contributions to boardroom deliberations.

**3. Respect**

To York & Districts Co-operative Ltd, its employees and other Directors.

**4. Emotional Intelligence**

Ability to interact constructively and positively with fellow Directors, management and other stakeholders.

**5. Critical Thinking**

Ability to form a considered view on any issue having regard to the relevant information and facts available to make astute judgements and show clear and decisive leadership on the behalf of shareholders.

**6. Community Focused**

Demonstrates community values, lives within the community.

**7. Strategic Thinking**

Ability to remain focused at a strategic level during board dialogue and make a positive contribution to the development of strategic formulation and direction for the York & Districts Co-operative Ltd.

**8. Communication**

Ability to communicate views and concepts in a clear and succinct manner.

**9. Comprehension**

Ability to comprehend and analyse information provided in documentation and literature, including financial information at Board meetings.

**10. Dedication**

Is always well prepared for meetings and willing and able to dedicate appropriate time and energy to understand issues facing shareholders and develop and understanding of sound corporate governance practices and fulfil Director duties and expectations.