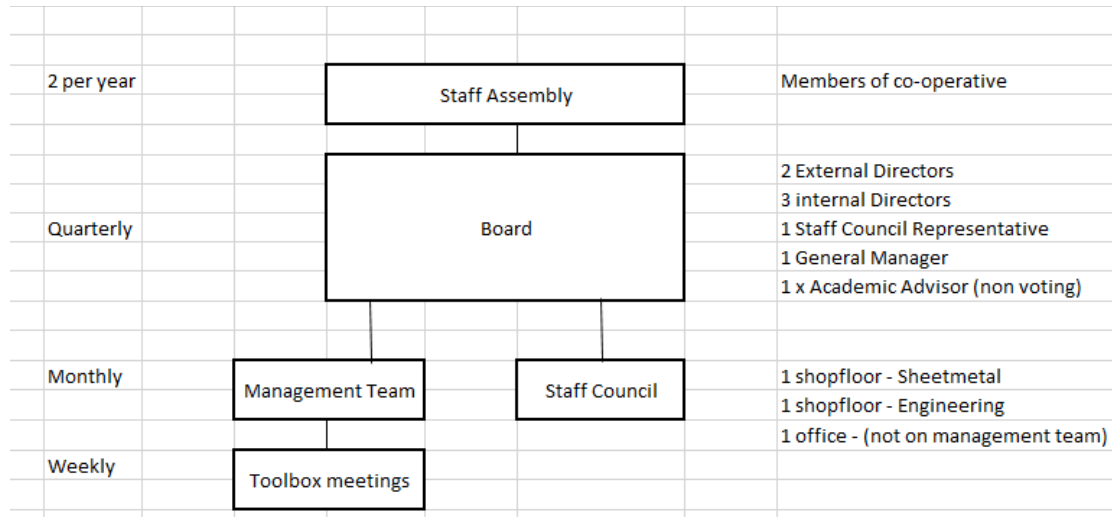


# Responsibilities and Decision Making at C-Mac

## Network Governance Model Member Participation

### Managing the Co-operative



Members Have Direct Input	Members Have Direct Input
<p><b>Assembly - meets twice /year</b> Role : Approve Major Decisions</p> <ul style="list-style-type: none"> <li>• Elect Directors</li> <li>• Approves General Manger</li> <li>• Receives and Approves Managements Budget</li> <li>• Receives and Approve Managements Business Plan</li> <li>• Approves Company and Business Acquisitions</li> <li>• Ensure C-Mac operates according to Co-operative Principles</li> <li>• Approves forfeiture of shares</li> <li>• Approves transfer of debentures.</li> <li>• Approve the expulsion of a member.</li> </ul>	<p><b>Tool Box- meets weekly</b> Role: Communicate with Management</p> <ul style="list-style-type: none"> <li>• Operational issues/ labour allocation</li> <li>• Performance issues</li> <li>• Procedures and documents</li> <li>• Staff Training</li> <li>• Off Site Work</li> <li>• Safety Issues</li> <li>• Purchases small items.</li> </ul>

<ul style="list-style-type: none"> <li>• Approve the suspension of a member</li> <li>• Agree to remove a director.</li> <li>• Approve payments to directors</li> <li>• Can call special general meeting</li> <li>• Approves Remuneration of Directors</li> <li>• Tracks Blueprint for a Co-operative Decade – “Building a Better World”.</li> </ul>	
<p><b>Members have Indirect Input . Elect someone to make decisions on their behalf</b></p>	<p><b>Members have Indirect Input. Elect someone to make decisions on their behalf</b></p>
<p><b>Board</b> Meets quarterly Role: Strategy, oversight and compliance of the co-operative</p> <ul style="list-style-type: none"> <li>• Determines strategy</li> <li>• Approves application for membership</li> <li>• Makes a call on shares for capital from members</li> <li>• Issues Co-operative Capital Units</li> <li>• Approves Transfer of debentures.</li> <li>• Approves Repurchase of Shares</li> <li>• Approves Transfer of Shares</li> <li>• Appoints a casual vacancy to the Board.</li> <li>• Approves cancellation of membership</li> <li>• Disposal of Surplus Funds are Determined by the Board <ul style="list-style-type: none"> <li>▪ 10% and not more for the Social Fund</li> <li>▪ 20% and not less than retained for the co-operative</li> <li>▪ 70% and not more than for distribution to members - rebate, bonus</li> </ul> </li> </ul>	<p><b>Staff Council</b> Meets – Every 3 months with management Role : Complementary to Management in Staff Communication</p> <ul style="list-style-type: none"> <li>• Allocation of the 10% of profits – community &amp; charities,</li> <li>• Social Club oversight</li> <li>• Working Conditions</li> <li>• Staff Benefits</li> <li>• Staff support &amp; welfare</li> <li>• Staff Morale</li> <li>• Co-operative (7) Principles – adherence, monitoring progress, implementation</li> <li>• Supports other co-operatives</li> <li>• Dispute settlement</li> <li>• Cliff’s Community Award – selection</li> <li>• Environmental Sustainability</li> <li>• Elects Delegate for Board</li> <li>• Reports to Board Meetings</li> <li>• Report to General Assembly Meeting</li> </ul>

<p>shares, limited dividends and bonus.</p> <ul style="list-style-type: none"> <li>• Makes Provision for Losses</li> <li>• Advises all members on what directors are retiring</li> </ul>	
<p><b>Members as employees of the co-operative are responsible to the management in the Operation of the Business</b></p>	
<p><b>Management Team</b>  Role: manages the business on a day to day basis and implements the business strategy.</p> <ul style="list-style-type: none"> <li>• Organises the co-operative on a daily basis.</li> <li>• Ensures budgets &amp; targets are met.</li> <li>• Employs &amp; remunerates staff</li> <li>• Disciplines &amp; Terminates staff</li> <li>• Conducts Staff Assessments and organises Training</li> <li>• Makes purchases up to \$10,000</li> </ul>	