

Williamstown Rental Housing Co-operative Policy Document

Policy Number:	023
Policy Name:	Members Obligation Policy
Version Number:	001
Date Approved by Board:	10/11/2008
Date reviewed by Board:	22nd September, 2014
Scheduled Review Date:	September, 2016

1. Introduction

Williamstown Rental Housing Co-operative Ltd is a member directed organisation and as such recognises it has obligations towards its members. WRHC also acknowledges that members have an obligation to the organisation.

2. Purpose

To document the recognised obligation of member participation in the affairs of the Co-operative.

3. Relevant Co-operative Objectives

To develop responsible tenant self management. To develop a structure that ensures collective decision making and is therefore sensitive to the needs of tenant members needs.

4. Policy

As per Rules 6 (3) of WRHC Rules. All members must be active members of the Co-operative.

5. Procedure

5.1 Expectations of member participation.

To be an active member a member must

- Be a tenant of the Co-operative
- Participate in small group maintenance meetings
- Attend all General Meeting unless the member has sought and been granted a leave of absence by the Board
- Participate in the activities of the Co-operative

5.2 Communication of Co-operative model

All new members shall receive a WRHC member kit which contains the Following:

- A copy of WRHC Rules
- Member manual
- Policy manual
- A copy of Consumer Affairs booklet "Renting a home – A Guide for tenants and landlords"
- Member Contact List
- Calender of Meetings
- Fire Safety Kit

5.3 Skill Development

The Co-operative is to encourage skills training for Board members and tenant members on a regular basis.

Property Management participation.

WRHC has a Cyclical Maintenance Committee and four Small Group Maintenance Committees. Members are expected to participate in these committees and become familiar with the required standards and practices of property maintenance and management.

Operational Management participation

Tenants are expected to attend General Meetings in order to be informed about issues affecting the Co-operative, involved in setting directions for the Co-operative and gain experience in management processes. Members are encouraged and supported to take on future Board responsibilities.

Financial Management participation

Members are encouraged to participate on the Finance and Administration Committee to become familiar with the financial management of the WRHC.

5.4 Strategies for Positive Relationship

Social Functions: Two functions per year to be held including an annual Christmas function.

Committees encourage member involvement and foster a sense of community within WRHC.

6. Responsibilities

The Housing Worker and Board are responsible for encouraging the participation of members. Each member is responsible for ensuring that they meet the obligations of membership.

7. Related Documents

Rules of Williamstown Rental Housing Co-operative
WRHC Member Manual.