

POSITION DESCRIPTION

CO-OP MEMBER



About Co-operative Housing

Co-operative rental housing is a community-led form of social housing in which renters manage the co-operative and make decisions about their housing. It provides an alternative to private rental or home ownership, offering affordable, long-term tenancies within a supportive community.

Common Equity Housing Limited (CEHL) owns the properties and headleases them to the co-op with an agreement outlining the processes for selecting renters and managing the co-op. CEHL works in partnership with co-ops to provide the support and resources needed for success. This includes helping manage properties, providing guidance on compliance with rules and regulations, and ensuring the smooth operation of co-ops. Through this partnership, CEHL enables members to access affordable, secure, and sustainable housing.

Co-op members share equal rights and responsibilities in decision-making, fostering strong connections that make co-ops more than just housing – they create a unique, supportive community where renters are empowered to actively participate in the management of their housing.

Evidence-based benefits* of co-operative housing

- **Skills development:** Co-ops equip members with valuable skills like governance, financial management and communication.
- **Employment and educational outcomes:** The skills gained in co-ops lead to improved job opportunities and access to further education.
- **Satisfaction with housing stability, quality, and security:** Co-ops offer affordable, secure housing, offering stability and satisfaction for members.
- **Greater social capital:** Co-ops build trust, connections, and supportive community through shared responsibilities.
- **Sense of health and wellbeing, including that of children:** Co-ops enhance mental health and provide a stable, supportive environment for families.
- **Influence, empowerment and voice:** Members can influence decision making within their co-op through active participation.

* Extract from p6, *The Value Of Housing Co-Operatives In Australia*. Western Sydney University, 2024.

What you will bring as a co-op member

- Experience in community groups, boards, or co-operatives is highly desirable.
- Understanding of board governance and decision-making processes is highly desirable.
- Excellent communication skills and the ability to work effectively with a diverse group of people.
- Demonstrate organisational and time management skills to balance co-op responsibilities with other personal or professional commitments.
- Relevant experience in small business operations, such as using Excel, running meetings, and planning
- A proven track record of successfully working collaboratively with others.

What you need to do as a Co-op Member

Participation and Engagement	<ul style="list-style-type: none"> Attend and actively participate in co-op events, including Annual General Meetings (AGMs), general meetings, social events, and other discussions that influence the co-op's policies, practices, and direction according to their rules. Engage in CEHL events, consultations, and training sessions. Support the growth and strengthening of the co-op's community development and social capital.
Contribution to Operations	<ul style="list-style-type: none"> Nominate for Board positions and support the Board Directors in overseeing the co-op's day-to-day activities and governance. Contribute to succession planning for the co-op's governance structure. Attend meetings, contribute to discussions, and vote on matters raised.
Commitment to the International Co-op Values & Principles	<ul style="list-style-type: none"> Foster a sense of community by engaging respectfully and collaboratively with fellow members. Actively support the co-op's goals, including housing affordability, sustainability, and community development. Uphold and promote the international principles of co-operative living.
Compliance and Responsibility	<ul style="list-style-type: none"> Contribute to the development and establishment of the co-op's rules and policies. Adhere to the co-op's rules, policies, and agreements, while ensuring compliance with all relevant regulations, legislation, contractual obligations, and CEHL policies. Ensure the co-op is properly registered with all relevant regulatory bodies and statutory authorities.
Advocacy and Representation	<ul style="list-style-type: none"> Be available for media opportunities when needed and actively contribute to the CEHL newsletter. Lead by example and demonstrate best practices as a co-op member. Work collectively for the good of the co-op, not for self interest
Commitment to Time and Effort	<ul style="list-style-type: none"> Be prepared for an intensive time commitment during the co-op's establishment phase (approximately 2-5 hours per week) and a reduced commitment during normal operations (approximately 2 hours per month).