# POSITION DESCRIPTION – DIRECTOR

**REPORTS TO:** **CHAIRMAN**

**DATE:** **1st December 2025**

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## RESPONSIBILITIES:

Set and oversee the strategic direction of the co-operative.

Ensure the co-operative operates within its rules.

Ensure the financial stability of the co-operative.

Review the performance, progress and recommendations of the management team.

Ensure the views of all members are taken into account when Board decisions are made.

Represent all members' interests and not just those of their own businesses.

Declare any conflict of interest in decision making.

Adhere to the statutory requirements of Directors in general.

## REQUIREMENTS:

Review and be prepared to comment on papers and presentations made to Board papers and Annual General Meetings.

Indicatively, there will be 4 Board Meetings per annum. Ideally, directors should physically attend all meetings.

Be prepared to contribute to strategies to grow the co-operative's membership base.

When appropriate, liaise with members to better understand the group's broad requirements.

Be as compliant as possible with purchases from contracted/preferred suppliers.

## QUALIFICATIONS/EXPERIENCE:

If an ABECS member – must be currently financial.

A business owner/senior manager.

Willingness to participate as an effective member of the Board.

Clear communication skills to articulate Board position.

Commercial experience in manufacture and supply of FMCG products.

# POSITION DESCRIPTION – GENERAL MANAGER

**REPORTS TO:** **CHAIRMAN**

**DATE:** **1st December 2025**

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## MANAGEMENT TEAM PRIMARY GOALS

Ensure the financial well-being of the co-operative.

Provide benefit to members via collective purchasing.

Seek growth in membership and purchases of packaging and other materials and services from contracted/nominated suppliers.

## POSITION RESPONSIBILITIES

Provide effective general management.

Ensure positive relationships with suppliers and members.

Maintain accurate and up-to-date financial and other records.

## POSITION ACCOUNTABILITIES

Responsible for overall management and growth.

Ensure effective liaison with members and suppliers.

Organize meetings – Board and AGM – and keep accurate minutes.

Establish annual budgets and monitor actual performance.

Maintain effective administration:

- financial and other records and reports.
- various returns – NSW Fair Trading, etc.
- bookkeeping, invoices, payments and audits.
- Insurance.
- term deposits and other investments.

Ensure suppliers' reports and rebates are timely and accurate.

Assist and work effectively with the Manager and the Administrative Officer.

# POSITION DESCRIPTION – MANAGER

**REPORTS TO:** **GENERAL MANAGER**

**DATE:** **1st December 2025**

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## MANAGEMENT TEAM PRIMARY GOALS

Ensure the financial well-being of the co-operative.

Provide benefit to members via collective purchasing.

Seek growth in membership and rebates from purchases of packaging and other materials and services from contracted/nominated suppliers.

## POSITION RESPONSIBILITIES

Provide effective general management.

Ensure positive relationships with suppliers and members.

Maintain accurate and up-to-date financial and other records.

## POSITION ACCOUNTABILITIES

Maintain regular contact with members and suppliers.

Monitor members' purchases and compliance.

Identify and assist in gaining new members.

Assist the General Manager to organize meetings – Board and AGM – and keep accurate minutes.

Determine and arrange accommodation and other requirements for Board Meetings and Annual Conference.

Review opportunities for group purchasing of new packaging and other materials.

Assist and work effectively with the General Manager and the Administrative Officer.

# POSITION DESCRIPTION – ADMINISTRATIVE OFFICER

**REPORTS TO:** **GENERAL MANAGER**

**DATE:** **1st December 2025**

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## MANAGEMENT TEAM PRIMARY GOALS

Ensure the financial well-being of the co-operative.

Provide benefit to members via collective purchasing.

Seek growth in membership and purchases of packaging and other materials and services from contracted/nominated suppliers.

## POSITION RESPONSIBILITIES

Provide assistance for effective general management.

Ensure positive relationships with suppliers and members.

Maintain accurate and up-to-date financial and other records.

Manage the ABECS website.

## POSITION ACCOUNTABILITIES

Provide appropriate financial reports and advice to the General Manager and/or Manager on a monthly, or as requested basis.

Generate invoices for Members' subscriptions and Suppliers' rebates.

Ensure financial accounts are maintained in an accurate and timely manner.

Prepare and lodge via the ATO Portal, PAYG and Superannuation calculations along with quarterly BAS requirements.

Ensure appropriate payments are made in an accurate and timely manner.

Provide financial information as required by the co-operative's auditor.

Oversee the co-operative's marketing and communication activities, including administration, management and housekeeping of the group's website.

Work closely with external IT Support.

Assist and work effectively with the General Manager and the Manager.

# ABECS DIRECTOR – DUTIES AND REQUIREMENTS

**REPORTS TO:** **CHAIRMAN**

**DATE:** **December 2025**

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The co-op's rules require us to hold, at least, 4 Board Meeting each year. These are usually held in March, June, August (the day before the AGM) and December.

Board Meetings may be held in different locations but most often in Sydney because it is central for most Directors. Over recent years, the June and December Meetings have been held in Sydney and the August Meeting on the Gold Coast.

Directors will need to get themselves to and from each Board Meeting at their own cost: however, the co-operative will provide a nominal amount to each Director, for each Meeting attended, to help cover travel expenses. The amounts may vary each year and will be agreed by the Board for inclusion in the annual budget.

The agreed amount will be paid to the Directors' nominated bank accounts shortly after each Meeting.

Prior to each Board Meeting, the Management Team will ask each Director if they require overnight accommodation for the night before or after a Meeting.

Overnight accommodation may be required if available flights do not allow a Director to arrive in time for a Meeting or if there are no available flights after a Meeting such that a night's accommodation is required.

If overnight accommodation is required, the Management Team will make the appropriate hotel bookings and cover the costs of accommodation and meals.

The Rules state that the Board must have a minimum of 4 Directors and a maximum of 7.

The quorum for a Board Meeting is 4 Directors. If required, the Directors may appoint a person to attend a Meeting and thereby constitute a quorum.

The number of member Directors must be greater than the number of non-member Directors.

The Management Team provides a Board Presentation, including financials and minutes of previous Meeting, to Directors, generally 2-3 days prior to each Board Meeting, to enable each Director to review the information and come fully prepared to contribute to the issues and discuss any recommendations that may be put forward at the Meeting.