

ROLES WITHIN THE SCHOOL CO-OPERATIVE STRUCTURE

- 1. Members** The members are the most important, for the cooperative cannot exist without them.

As part of their responsibilities members should:

- invest in their co-operative by making regular contributions to Ordinary Savings;
- attend meetings for members regularly, and encourage other members to attend;
- participate actively in membership meetings and be part of the decision making process;
- nominate, elect and vote for capable members to serve on the Committee of Management;
- accept special jobs when asked e.g. becoming a committee member;
- be open-minded about the co-operative's problems and work towards solving them;
- g) be PROUD of the co-operative since each member OWNS A PART OF IT.**

- 2. Committee of Management:** This small group is elected from and by the membership for a specific term of office. It is important for them to be members of good standing as they occupy a position of trust and accountability.

The committee should:

- call and attend all meetings - membership and committee;
- keep records of all meetings;
- report to the general membership - keeping them informed of the co-operative's activities;
- collect members' savings - check the cash before handing over to the Teacher Supervisor;
- admit new members;
- encourage other students to join the co-operative;
- keep informed - attend organised seminars/workshops, conferences on co-operatives;
- read co-operative magazines and books, study the monthly report;
- be loyal and committed to the co-operative - work harmoniously as a committee;
- enforce the by-laws of the co-operative.

- 3• Teacher Supervisor:** The role of the Teacher Supervisor is very important for he/she functions as a guide, an advisor and a friend as well.

Other duties include:

- a) to ensure that the business of the co-operative is accurately recorded, and that the records are **always** up to date;
- b) to **deposit promptly** in the bank account, all funds belonging to the co-operative;
- c) to keep records of **all** cash transactions received or paid out;
- d) to provide adequate training, especially for the members of the committee, re their duties and responsibilities;
- e) to ensure that the Committee of Management performs its duties in accordance with the bye-laws of the co-operative;
- f) to guide the committee and members thereby ensuring that the co-operative's objectives are achieved;
- g) to submit monthly reports to the Ministry of Education;
- h) to attend and participate in organized seminars/workshops/conferences on Co-operatives;
- i) to collaborate with the Curriculum Specialist/Co-operative Education on all matters related to the co-operative

- 4. Principals** The Principal is responsible for the conduct of affairs within the school, and as such, is responsible for the School Co-operative.

His/her duties are:

- a) to allocate suitable and convenient periods on the school's time-table for savings activities;
- b) to select a competent teacher who would be willing to perform the duties and responsibilities of a Teacher-Supervisor;
- c) to ensure that he/she is a signatory to the Co-operative's account;
- d) to ensure that the funds are deposited promptly in the Co-operative's account;
- e) to ensure that the Co-operative's bank book is in his/her safekeeping;

- f)** to submit promptly, the monthly reports prepared by the Teacher Supervisor;
- g)** to ensure that the Co-operative Programme is monitored in the same way as other areas of the School Curriculum;
- h)** to give motivational talks to students and parents on the value and importance of savings and the School Co-operative Programme;
- i)** to liaise with the Curriculum Specialist/Co-operative Education on all matters pertaining to the Co-operative Programme
- j)** to ensure that the Teacher Supervisor is acquainted with the operational procedures and regulations regarding School Co-operatives by encouraging him/her to:
 - a)** participate in organized workshops/seminars/conferences
 - b)** study prescribed manuals/curriculum guides;