



Cooperative Board Training¹

Cooperative Board Training offered by the Georgia Cooperative Development Center is based on a number of training sessions which can be presented in groups or as a single sessions. Each session will take from one to two hours and can be presented during a series of board meetings. Sessions can be combined and presented in a one or two day workshop.

Session I

The Cooperative: A Special Kind of Business

Member Ownership
Member Benefits
Member Control
Articles and ByLaws

This session will introduce the board to the cooperative business structure and how it is different from other businesses. The session will include short film reviews as well as PowerPoint slides and discussions.

Session II

What Do Director's Do? Duties and Responsibilities

The Duty of Care
The Duty of Loyalty
The Duty of Obedience

This session will allow the board to learn about their legal and ethical responsibilities as a director. The three basic duties of a director, how to exercise care when making a decision, what is expected of a loyal director, conflicts of interest, board responsibilities, board authority and links to membership are some of the topics that will be discussed. Film reviews, handouts, and PowerPoint slides will be used during this training.

¹ Georgia Cooperative Development Center, Athens Georgia. For more information call Bill Thomas, (706) 542 9081 or Craig Scroggs (678) 583 0866. November 2004.

Session III

The Big Picture: Providing Leadership

The Work of the Board
The Board's Processes
A Tool For Making Policies

We will focus on the work of the board during this session. Topics will include board policies, boundaries, management relations and leadership. Worksheets, film reviews and PowerPoint slides will be used as we go through this topic.

Session IV

Directing Management For Desired Results: Management Relations

Second Guessing
Policies on the Board
Developing Policies
Critical Performance Areas
Monitoring Performance

This session will deal with board-manager relations and how they work together to make the cooperative successful. Board members will learn where their responsibilities are and where the manager's duties reside. Powerpoint slide, worksheets, and film reviews will be used to teach this issue.

Session V

Financial Matters

Capital Resources
Balance Sheets and Income Statements
Financial Planning and Control

This last session deals with financial matters within the cooperative. Board members will learn what financial statements are needed and what items they should review. Discussions may also include patronage refunds and the director's responsibilities concerning that topic. Film reviews, handouts, worksheets, and powerpoint slides will be used to cover this area.

Each session can be customized for issues important to the board. For example, the board can use the policy session to begin to develop policies for areas critical to them. Also the co-op's current financial statements can be used in the Financial Matters session.