

Governance Training For Co-operative Members and Directors

- Do you want to find out more about the rights and responsibilities of Directors?
- Do you need to know how to meet those responsibilities effectively?

Delivered to hundreds of co-operators since 2000, an evolution of the highly acclaimed New Directors Training Day, this course of four training days focuses on the knowledge and skills needed by Directors of co-operatives.

- Designed for members of co-operatives incorporated both as Companies Limited by Guarantee and Industrial & Provident Societies as standard. Other legal forms (e.g. CICs) can also be catered for.
- Suitable for delivery to new or existing directors or members of both established and new co-ops.
- Perfect as a component of an Induction / Probationary Membership process, as a refresher / update for experienced co-operators, or as a team builder for a whole co-operative.
- Can be bought as a comprehensive programme or as individual days on a “pick-n-mix” basis. It can be delivered to a single co-operative or to a group of people drawn from several co-ops.
- Examines the Directors’ role in the effective management of a co-operative. It provides guidance, tips and tricks to help you achieve success and sustainability for your co-operative. It delivers effectiveness gains and efficiency savings for your business – fast.
- Can be used to generate / review Job Descriptions for Members, Directors, Company secretary and key management roles in your Co-operative.

Day 1: Introductory training day for co-operative members

Explores the effective management of a co-op. By the end of the session, you will have the knowledge to play an active role as co-operative member and/or Director.

Covers:

- Co-ops and the co-operative movement
- Rights of members in co-operative structures
- The role of Director of a co-operative
- The need to keep records and report
- Key elements of financial reports
- Effective participation in meetings

Day 2: Finance and financial management for co-operative directors

Looks at the financial management of the co-operative in more detail. Analytical and predictive financial tools are revealed and explained.

Covers:

- Financial terms and concepts
- Financial Controls
- Understanding financial reports
- Business Planning and Risk Analysis
- Legal requirements of financial management
- Demystifying terms like accruals, WIP
- Detecting warning signs

Day 3: Company Secretaries and Regulatory bodies

Explores the relationships the Company Secretary has to maintain within the body corporate and with regulatory bodies. Focuses on “keeping it legal”. Can also be used as the basis for the development of a job description for the Company Secretary.

Covers:

- The Company Secretary’s role
- Their relationship to the Directors and Members of a co-operative
- Regulatory Bodies
- Statutory forms, registers and annual returns
- Governing documents and secondary rules
- The Company Secretary as a positive influence on the democracy and management of a co-operative

Day 4: Co-operation, democracy and meeting skills

Provides guidance and practical tips on how to preserve and encourage effective democratic management of the co-operative. Explores promotion of participation at member and director levels. Introduces consensus, negotiation and conflict resolution.

Covers:

- The benefits of an active and functioning democracy
- How to enable and encourage participation
- Understanding and recognising differences in opinion
- Meeting effectiveness
- Decision making processes
- Planning for implementation
- Secondary rules
- Changing practice

The CAN training team

CAN’s training team are qualified trainers and seasoned co-operators who understand the issues faced by co-operatives because we are a workers’ co-operative ourselves.

Delivery arrangements

CAN supply a trainer and materials. You organise the venue and the participants (maximum 16) – it couldn’t be easier. We can deliver direct to members of an individual co-op, to members of several co-ops who have collaborated to purchase the day(s) or to a group of members of co-ops who have been drawn together by a

Co-operative Development Body. Good documentation is provided for each participant.

To discuss delivery of **Governance For Co-operative Members and Directors** training days from CAN, please contact us:

Find regional contact details on our **website:** www.can.coop

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