

NEW BOARD MEMBER CHECKLIST

- I Prior to attending first board meeting, participate in an overview meeting with the Board President and/or other designee(s) or trainer to cover the following:
- 1 Review checklist and timeline
 - 2 Introduction to governance at the cooperative
 - 3 Overview of the cooperative's board of directors – policies / practices
 - 4 Review board meeting packet
 - 5 Overview of materials to read
- II Over the next two months, or prior to the first board meeting as a voting member (whichever comes first), read the following materials (as determined in the first meeting):
- 1 Board policy manual
 - 2 Board reference manual – can include materials on working with Policy Governance, legal and financial liability and accountability for board members
 - 3 Carver Guides
 - 4 Carver, *A Theory of Corporate Governance*
www.policygovernance.com/pg-corp.htm
 - 5 Past year's agendas and minutes
 - 6 Cooperative references¹
 - 7 (Optional) Carver Video
 - 8 (Optional) *Boards That Make a Difference; Reinventing Your Board; The Policy Governance Fieldbook*
- III After reading the above material, participate in a follow-up meeting with the Board President and /or other designee(s) or trainer to address the following:
- 1 Questions/ discussion on cooperatives, Policy Governance
 - 2 Questions/ discussion of this cooperative's board practices
 - 3 Sign Commitment Statement
 - 4 Feedback: "How did this process work?"

¹ 1. Cooperative Principles Updated, Cooperative Grocer #62
cooperativegrocer.coop/articles/index.php?id=199

2. Legal Duties and Responsibilities of Co-op Board Members, from Challenges to the Cooperative Board of Directors, Nov 1996

3. 2003 Survey Shows Strong Growth, New Challenges, Cooperative Grocer #113
cooperativegrocer.coop/articles/index.php?id=535

4. Cooperative Resurgence and Renewal, Cooperative Grocer #114
cooperativegrocer.coop/index.php?id=551

5. The Circle of Responsibilities for Co-op Boards www.rurdev.usda.gov/rbs/pub/cir61.pdf

6. Cooperative Accountability, Cooperative Grocer #110
cooperativegrocer.coop/articles/index.php?id=500

7. Balance Sheet Ratios and Analysis for Cooperatives, www.wisc.edu/uwcc/info/FINREV.html

8. The Real Business of the Co-op: Linkage, transparency, and cognition, Cooperative Grocer #114
cooperativegrocer.coop/articles/index.php?id=550