



POSSIBLE ORIENTATION MATERIALS OR TRAINING IDEAS FOR NEW DIRECTORS

1. About the co-op
 - a. A history of our coop.
 - b. Ownership
 - c. Ends (or Mission) Statement
 - d. Organizational documents: bylaws, articles of incorporation
 - e. Organizational structure
 - f. Most current financial statements, including budget, income/expense, and balance sheet.
 - g. Current issues and affairs
 - h. Recent newsletters.

2. About the board
 - a. Roles and responsibilities
 - b. Policies, process and procedures
 - c. Expectations of directors
 - d. Tools: calendar, monitoring checksheets...
 - e. Goals and plans
 - f. Agendas, minutes and monitoring reports for the past 2-3 months.
 - g. Current phone/address list of board members.

3. General governing skills and knowledge
 - a. Cooperative principles and values
 - b. Basic financial understanding
 - c. Legal duties
 - d. Summary of Policy Governance principles.
 - e. Subscription to "Cooperative Grocer," or "Cooperative Business Journal."
 - f. *Boards That Make a Difference* and/or *Cooperation Works!*