



COOP
Secretary
Handbook - I



Institute for Coop Excellence, Inc.

227 JP Rizal St., Project 4, Quezon City

Telefax: (632) 913-7011 local 16

Mobile: 0917-580-3170

OUR VISION

The leading
institute in coop
leadership and
mangement

OUR MISSION

We help build
successful coop
enterprises

OUR CORE BELIEFS

- (1) Member Satisfaction is bottom line.
- (2) The coop identity is our advantage.
- (3) Learning is a process.

PROGRAMS AND SERVICES

(I) DEGREE PROGRAMS:

- A. Master in Business Administration - Cooperatives Management
- B. Post Baccalaureate Diploma in Cooperatives Management

(II) NON-DEGREE PROGRAM:

- A. Distance Education Course (KoopAralan)

(III) INSTITUTIONAL DEVELOPMENT SERVICES (IDS)

- A. IDS Workshop (Preliminary to Strategic Planning)
- B. Organizational Profiling
- C. Member Satisfaction Survey
- D. Staff Climate Survey
- E. Flow Analysis and Flowcharting

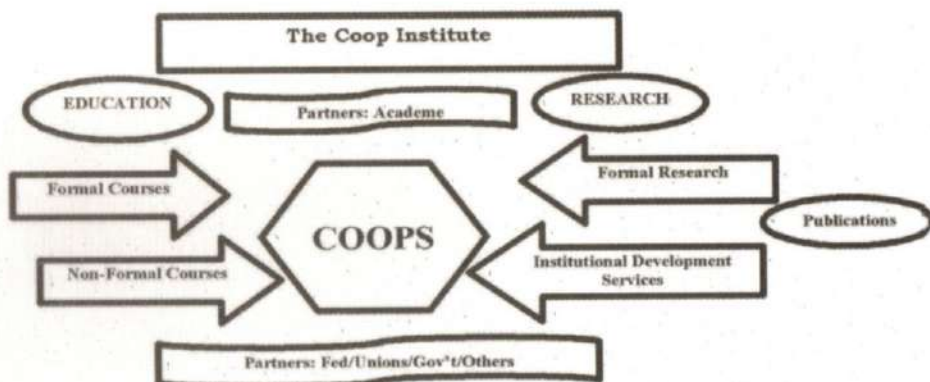
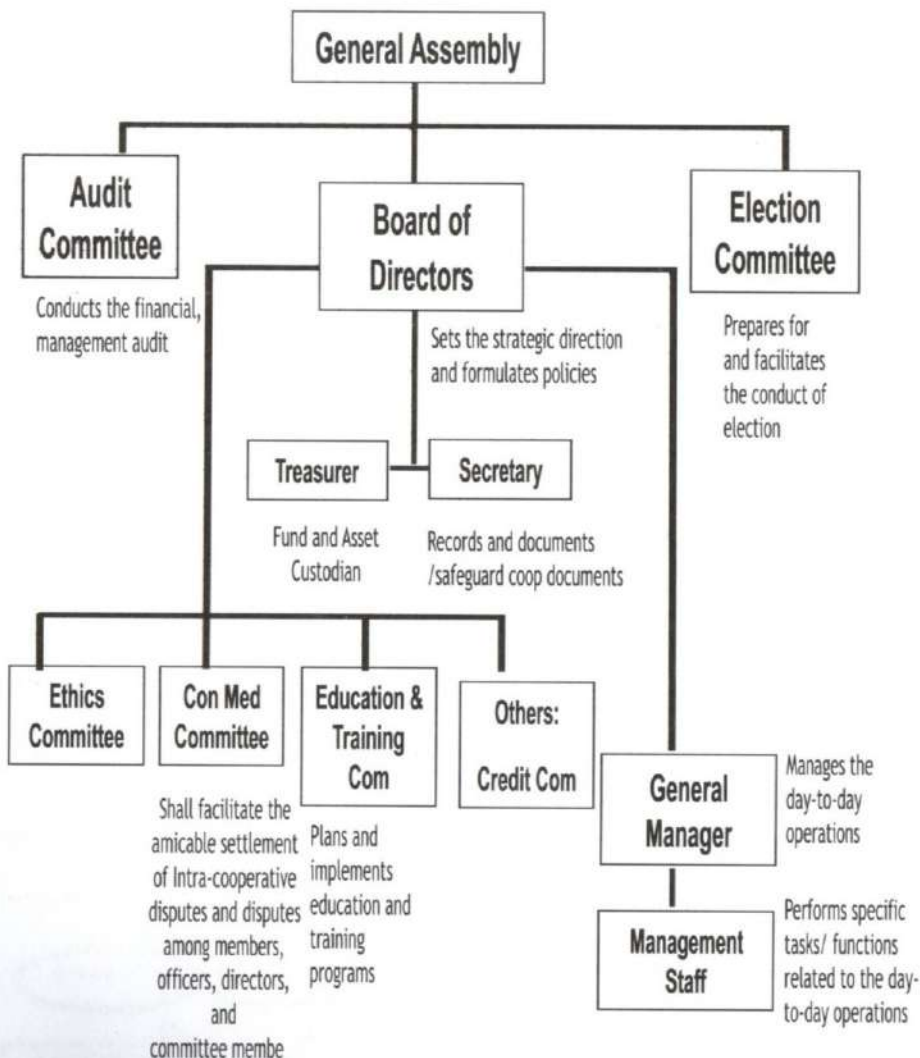


TABLE OF CONTENTS

	Pages
Organizational Structure.....	2
Secretary of the Board Position Description.....	3
Primary and Specific Responsibilities.....	3-6
Expectations as Coop Secretary.....	7
Guide to Coop Secretary Performance of Duties	
- Drafting Board Resolutions.....	8 -10
- Director's Handbook.....	11-12
- Coop Secretary Document Checklist.....	13
- Records Management / Files Disposal.....	14-15
- Checklist of Coop Policies.....	15
- Nature of Minutes and Its Importance.....	16
- Tips in Preparing Minutes.....	17-18

ORGANIZATIONAL STRUCTURE



Who Is A SECRETARY?

A Secretary is one who keeps records, handles correspondence and related tasks for a person or an organization.

SECRETARY OF THE BOARD POSITION DESCRIPTION

TITLE : Secretary
REPORT TO : Board of Directors

A. KNOWLEDGE AND SKILLS:

- Ability to organize and manage paperwork
- Ability to take and write minutes of meetings
- Basic knowledge of fundamentals of cooperatives
- Basic knowledge of Coop Governance
- Basic knowledge of parliamentary procedures



B. PRIMARY RESPONSIBILITIES:

To oversee the preparation, completion and safekeeping of records of all meetings of the membership and of the board and necessary legal documents.

1. Issue certificates of membership and keep a complete registry of members;
2. Maintain correct record of all meetings of the Board of Directors and the General Assembly and prepare the necessary documents for the implementation of relevant actions;
3. Ensure that all the policies and procedures of the cooperative are codified/ contained in a manual;
4. Issue and certify the list of members who are eligible to vote and the list of members who are in good standing;
5. Serve notice of all meetings called and certify as to the presence of quorum in all meetings of the Board of Directors and the General Assembly;



**Institute for Coop
EXCELLENCE, Inc.**

**Secretary
Handbook**

6. Issue share certificates and maintain the stock and transfer book and serve as the custodian of the seal of the cooperative;
7. Turn over to his/her successor all books and other properties in his/her possession belonging to the cooperative;
8. Perform such other duties as may be prescribed by the Board of Directors or the Chairman.

GENERAL FUNCTIONS:

To oversee the preparation, completion and safekeeping of records of all meetings of the membership and of the board and necessary legal documents.



SPECIFIC FUNCTIONS AND REMINDERS:

1. Issue certificates of membership and keep a complete registry of members;

Members Registry Book and Reporting

- a. Upon approval of the membership by the Board, the Secretary enters the name of the new members in the Members' Registry Book;
- b. The Secretary shall prepare a written report to the board of directors at its regular scheduled board meeting reporting therein:
 - (1) The number of members accepted and those withdrawn for the period
 - (2) The names, addresses and shares subscribed of members
 - (3) The membership number assigned to each member
 - (4) The name, address, account number & date of any person who ceases to be a member

