

**COOP
ELECTION COMMITTEE
HANDBOOK**



Institute for Coop Excellence, Inc.

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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

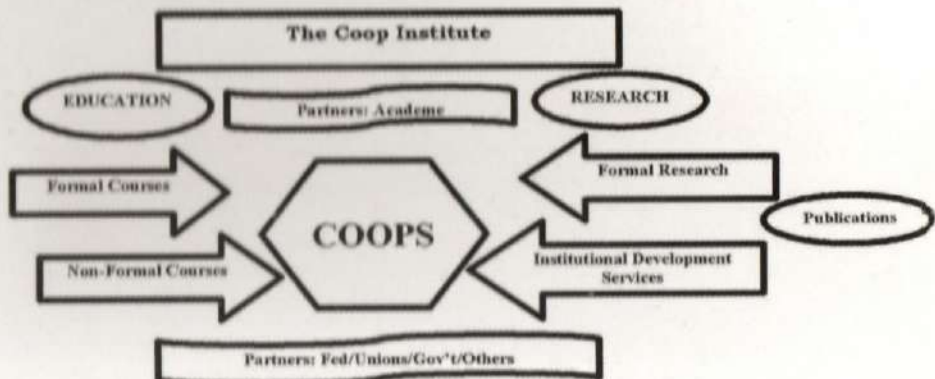
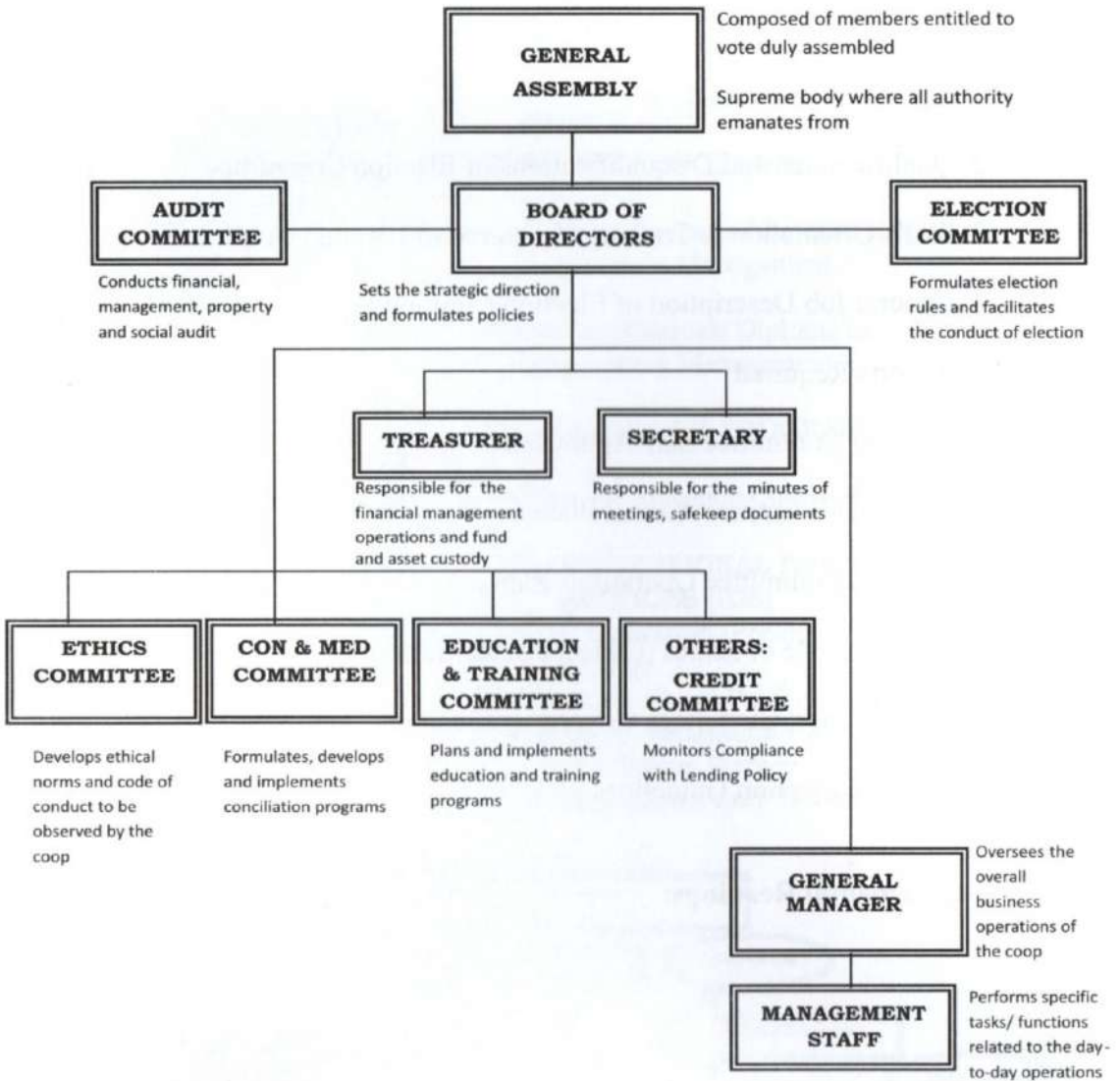


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Supplemental Readings:



Officers of the Cooperative

shall include members of the Board of Directors, members of the different Committees created by the General Assembly, the General Manager or Chief Executive Officer, Secretary, Treasurer and members holding other positions as may be provided for in the laws; (Ref. RA 9520 Chapter 1-Art. 5)

Qualifications of the Board of Directors and Committee members

1. Must be a Member in Good Standing
 - a) Paid the subscribed capital
 - b) Not delinquent in the payment of loans (if any)
 - c) Participating in the savings program and other services of the coop
2. Must have completed the required membership education program
3. Must have attended the basic cooperative leadership training
4. Must not be related up to third degree of consanguinity with the incumbent officers of the co-op
5. Must have time, willingness and leadership ability
6. Must be of good moral character

Section 27. Disqualifications. Any member who is under any of the following circumstances shall be disqualified to be elected as a member of the Board of Directors or any committee, or to continue as such:

1. Holding any elective position in the government, except that of a party list representative being an officer of a cooperative he/she or she represents.
2. The members of the Board of Directors shall not hold any other position directly involved in the day-to-day operation and management of the cooperative.
3. With a business similar to that of the cooperative or in any other manner has interest in conflict with the cooperative.
4. Having been absent for three consecutive regular meetings without reasonable cause;
5. Being an official or employee of the Cooperative Development Authority; and
6. Having been disqualified by law.

SKILLS ORIENTATION

	BOD	Sec.	Treas	AC	EleCom	Ethics	ConMed	GM
I. SKILLS								
A. Leadership Skills							***	
1. Decision Making	/	/	/	/	/	/	/	/
2. Problem-Solving	/	/	/	/	/	/	/	/
3. Inter-Personal Skills	/	/	/	/	/	/	/	/
4. Conflict-Resolution	/	/	/	/	/	/	/	/
5. Team-Building	/	/	/	/	/	/	/	/
6. Consensus Building	/	/	/	/	/	/	/	/
7. Facilitating	/							/
8. Policy Making Skills	/	/						/
B. Management Skills								
1. Communication - Written - Verbal	/	/						/
2. Analytical / Systematic Skills	/	/	/	/	/	/	/	/
3. Financial Management & Analysis	/		/	/				
4. Delegation	/							/
5. Time-Management Skills	/	/	/	/	/	/	/	/
6. Budgeting	/		/	/				/
C. Other Skills								
1. Customer Service	/					/	/	/
2. Stress Management Skills	/					/	/	/
3. Self-awareness	/	/	/	/	/	/	/	/
4. Motivational Skills	/	/	/	/	/	/	/	/
5. Multi-Tasking	/							/
6. Developing Skills	/							/
7. Negotiation Skills	/					/	/	/
8. Mentoring / Coaching Skills	/							/
II. BEHAVIOR / ATTITUDE								
1. Integrity	/	/	/	/	/	/	/	/
2. Reliability	/	/	/	/	/	/	/	/
3. Honesty	/	/	/	/	/	/	/	/
4. Humility	/	/	/	/	/	/	/	/
5. Fair/Just	/	/	/	/	/	/	/	/
6. Responsible	/	/	/	/	/	/	/	/
7. Open to accept criticism/feedback	/	/	/	/	/	/	/	/
8. Open to change/open minded	/	/	/	/	/	/	/	/
9. Objective/Not bias	/	/	/	/	/	/	/	/

Training Required:

Section 5. Training requirements for the officers of the Cooperative as per CDA Memo Circular 2011-14

Title	BOD	Audit Com.	EleCom	Secretary	Treasurer	Manager	Ethics	Con Med
1. Basic Cooperative Course	✓	✓	✓	✓	✓	✓	✓	✓
2. Cooperative Management & Governance	✓					✓		
3. Policy Development	✓							
4. Financial Management	✓				✓			
5. Conflict Management	✓						✓	✓
6. Parliamentary Procedure	✓			✓				
7. Leadership & Values Re-Orientaion	✓		✓			✓	✓	✓
8. Strategic Planning	✓					✓		
9. Orientation on Labor & Other related laws	✓					✓		
10. Records Management		✓	✓	✓	✓		✓	✓
11. Basic Computer Program		✓	✓	✓			✓	✓
12. Basic Accounting for Non-Accountants		✓			✓			
13. Cooperative Standards		✓			✓	✓		
14. Investment & Banking Procedures					✓			
15. Audit Management		✓						
16. Internal Control		✓						
17. Rules Formulation			✓					
18. Effective Communication						✓		✓
19. Human Resource Management						✓		
20. Entrepreneurial ad Business Mgt.						✓		
21. Computer literacy course						✓		