

Committees



Guide to Committees

Instructors Guide



Committee Class

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Guide to Course for Instructors

Dear Instructors,

Welcome to our instructional team! We appreciate your commitment to enhancing the lives of individuals in cooperatives. Your expertise is vital in empowering Board Members, transforming communities, and shaping the future of cooperative housing.

Course Overview

This resource will equip you with the tools and information to effectively guide new board members in cooperative governance. Inside, you will find organized content that facilitates engaging and informative sessions, enriching the learning experience for all participants.

Structure of Each Chapter

1. **Video Overview:**
Each chapter begins with a brief video that introduces key concepts.
2. **Instructor Overview:**
This manual provides an overview following the video to deepen your understanding of the topics, ensure you are prepared to answer questions, and foster discussions.
3. **Discussion Questions:**
The following slide includes six questions for review with students, summarizing essential points and reinforcing critical information.

Teaching Methodology

Instructors will use diverse methods to cater to different learning styles:

- **Visual Learners:**
Slides for visual engagement.
- **Auditory Learners:**
Lectures provide auditory information.
- **Verbal Learners:**
Small group discussions to encourage verbal interaction.
- **Kinesthetic Learners:**
Activities involving movement to enhance engagement.

While debates on learning styles exist, adapting your teaching strategies to align with students' preferred styles can enhance knowledge retention and understanding.

Learner Rights and Responsibilities

Our mission is to deliver high-quality, evidence-based education that equips individuals with the skills to address the challenges faced by Board Members. Achieving this goal requires training environments that promote open, nonjudgmental communication. Learners play a vital role in fostering these environments by adhering to the following rights and responsibilities.

Learners have the right to:

- **A Safe Learning Environment:**
Learners are entitled to a setting that encourages open dialogue and communication, free from harassment or discrimination based on race, religion, color, age, sex, gender, sexual orientation, national origin, or culture.
- **Clear and Consistent Instruction and Evaluation:**
Instructors will clearly outline course objectives, requirements, and evaluation criteria before the instruction begins.
- **Equal Access to Resources and Learning Materials:**
Learners who require accommodations under the Americans with Disabilities Act should notify the instructor regarding any necessary adjustments related to instructional materials.
- **Have Grievances Addressed Appropriately:**
If a learner has a grievance that falls within the instructor's purview, they should communicate this to the instructor as soon as possible.

Learners have the responsibility to:

Participate:

Engage actively in the learning process throughout the course. Participation in every activity is encouraged, though learners may opt out of activities that make them uncomfortable.

- **Be Respectful:**
Show respect for the viewpoints of others, regardless of personal agreement or acceptance.
- **Ask for Help:**
Seek clarification or assistance if any instructional material is unclear. Request any necessary accommodation before the course start date.
- **Be Present:**
To qualify for a certificate, students must attend at least 90% of the course and engage in at least 70% of the activities.

We can create a supportive and effective learning environment that benefits all participants by upholding these rights and responsibilities.

Course Objectives

What You'll Learn:

Our course covers a wide range of essential topics, including:
You Will Learn from Committees" list:

- Understanding Committee Roles:
- Establishing Committees:
- Promoting Diversity and Inclusion:
- Adapting to Change:
- Defining Committee Structures:
- Effective Decision-Making and Accountability:
- Conducting Productive Meetings:
- Training and Supporting Committee Members:
- Continuous Evaluation and Improvement
- Mentorship Opportunities:
- Key Takeaways and Discussions:

Total Time for course **4.5 Hours**

Committees





Welcome

Introduce yourself to learners.

Share the following information, but keep your introduction brief:

- Your name
- Your experience in Housing Cooperatives
- Thank learners for their attendance in today's course.
- Ask learners to write their names on the name tags or tent cards.
- Distribute the NBM Manual

Housekeeping

- Provide directions to the restrooms and emergency exits.
- Provide any relevant shelter-in-place or evacuation information.
- Learners can move around or step outside the room as needed.
- Remind learners to silence mobile devices.
- Ensure that your own mobile devices are silenced.

Course agenda:

Review of the course agenda

Determine when you will take breaks and how long they will be. Keep in mind that the course includes 7.5 hours of instructional time, and any breaks will add to the duration of the course.

Optional icebreaker activity

The purpose of this activity is for learners to meet each other.

Choose from one of the following icebreaker options or use one of your own. Keep in mind that the icebreaker should take no more than 10 minutes to complete.

Encourage all learners to participate in the icebreaker but remember that learners may opt out of any activity that makes them uncomfortable.

Activity: Think about

Materials:

- Name tags or tents

Process:

- Invite learners to introduce themselves by sharing their names

Then, **ask** learners to share one of the following:

- Favorite hobby
- Favorite family or community tradition
- Favorite season of the year and why
- Instructors are also encouraged to participate in this activity.

Remind learners that they should only share what they are comfortable disclosing.

Activity: Parallel line introductions

Group size:

- Best with larger groups of 20 or more learners

Materials:

- Self-adhesive name tags

Process:

- Ask learners to write their names on their name tags.
- Ask learners to place their name tags on their bodies where it is visible.
- Ask learners to form two lines facing each other.
- Make sure every person is standing directly across from another person.
- If you have an odd number of learners, an instructor should participate.

Learners will have no more than 15 seconds to introduce themselves. Ask learners to introduce themselves with a wave. They should **share** their name, occupation, and one interesting fact about themselves.

After both learners have introduced themselves, shuffle the line by having the person on the end of one line move to the front. Continue with this process until learners have met approximately half the group.

Activity: Name story

Group size:

- Smaller groups of 10-15 people

Materials:

- Name tags or tents

Process:

- Learners should briefly introduce themselves to the larger group by sharing some background information about one of their names — first name, last name, or nickname.
- Each learner will have no more than 30-45 seconds to introduce themselves.

Committees



Introducing Berendson Academy



This is a screenshot of the Berendson Academy webpage. Please notify everyone that the class was written and designed by Berendson Academy.



Video introducing Berendson Academy

Video overview of the Berendson Academy website, highlighting free resources available.

Overview of Chapters



Chapter Topics

- CHAPTER 1: INTRODUCTION
- CHAPTER 2: COMMITTEE OVERVIEW
- CHAPTER 3: SETTING UP COMMITTEES
- CHAPTER 4: DIVERSITY AND INCLUSION
- CHAPTER 5: FLEXIBILITY AND ADAPTABILITY
- CHAPTER 6: COMMITTEE STRUCTURE
- CHAPTER 7: COMMITTEE FUNCTION
- CHAPTER 8: COMMITTEE MEETINGS
- CHAPTER 9: COMMITTEE TRAINING AND SUPPORT
- CHAPTER 10: EVALUATION AND CONTINUOUS IMPROVEMENT
- CHAPTER 11: MENTORSHIP AND GUIDANCE
- CHAPTER 12: CONCLUSION

What to expect in each chapter

Consider starting with an engaging and motivational introduction highlighting the importance of cooperative boards in communities and the potential impact new board members can have.

Overview of the Agenda

The training manual is structured to facilitate learning and engagement through a series of guided chapters.

Below is an overview of the key topics covered in this manual:

Chapter 1: Introduction The purpose of this training manual is to provide a comprehensive resource for committee members, leaders, and board directors within the cooperative association.

Chapter 2: Committee Overview – An introduction to committees' essential roles, types of committees, and the benefits they offer.

Chapter 3: Setting Up Committees – Guidance on the importance of committee charters, structures, and best practices for formation.

Chapter 4: Diversity and Inclusion – Strategies for building diverse committees and emphasizing the importance of representation and inclusivity.

Chapter 5: Flexibility and Adaptability – Principles for adapting to changing circumstances and fostering responsiveness to community needs.

Chapter 6: Committee Structure – Roles of committee chairs and liaisons, defining appropriate sizes, and establishing term limits.

Chapter 7: Committee Function – Insights into decision-making processes, accountability, budgeting responsibilities, meeting dynamics, record-keeping, and reporting.

Chapter 8: Committee Meetings – Guidelines for conducting effective meetings, including planning, scheduling, and follow-up actions.

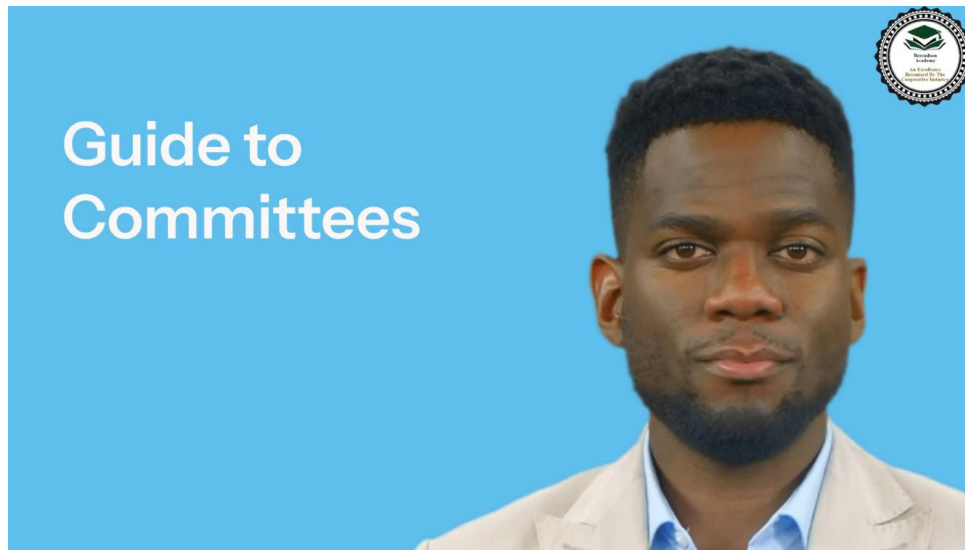
Chapter 9: Committee Training and Support – Analysis of training opportunities, seeking external resources, and techniques for recognizing and valuing committee members.

Chapter 10: Evaluation and Continuous Improvement – Methods for regularly evaluating committee effectiveness and implementing changes for enhanced performance.

Chapter 11: Mentorship and Guidance – The importance of mentorship, strategies for establishing mentorship programs, and resources for mentors and mentees.

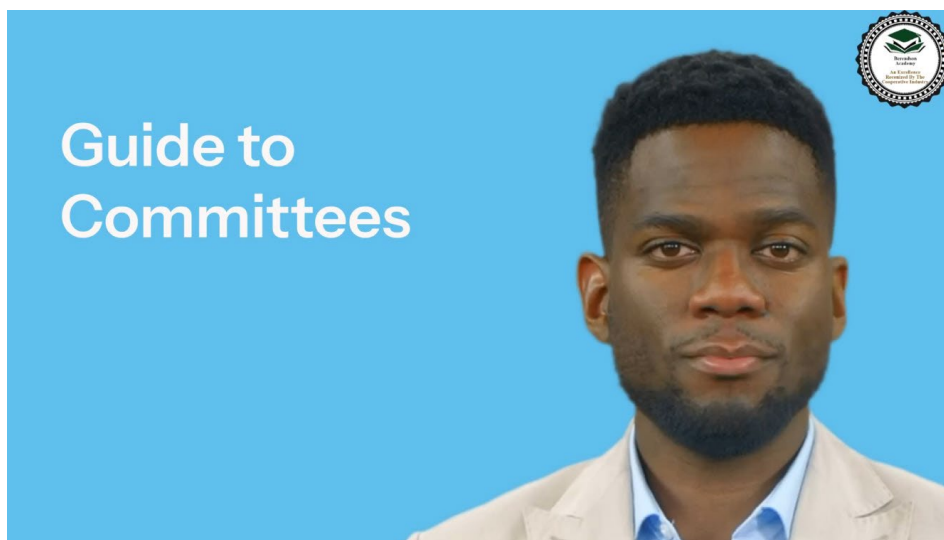
Chapter 12: Conclusion – A recap of key points, final thoughts, and an open floor for questions and discussion.

Introduction



Video Introducing Introduction Chapter

Chapter 1:



- Video

Introduction Overview

Overview of what topics were covered in Chapter 1

Purpose of the Training Manual

This training manual is a detailed resource for committee members, leaders, and board directors within the cooperative association. Its primary aim is to equip participants with the necessary knowledge, skills, and best practices to enhance effective committee functioning and governance. Recognizing the critical role of committees in advancing organizational goals, the manual acts as a foundational tool to deepen the understanding of committee operations and foster collaboration among members.

The manual clarifies roles, defines committee structures, and outlines operational processes, empowering members to engage actively and confidently navigate the complexities of community governance. It emphasizes the importance of diversity, adaptability, and continuous improvement in committee practices, ensuring alignment with the cooperative's objectives and the needs of its membership.

- **Objectives of the Training**

The training aims to achieve the following objectives:

- **Understand Roles and Responsibilities:**

Clarify the roles and responsibilities of committee members, including the chair, liaison, and general members.

- **Enhance Decision-Making Skills:**

Equip members with structured decision-making processes and accountability practices for informed recommendations.

- **Foster Diversity and Inclusion:**

Emphasize the significance of diverse committees and inclusive practices to reflect community demographics and needs.

- **Promote Effective Meeting Practices:**

Teach techniques for conducting productive meetings, including agenda creation, discussion management, and follow-up.

- **Develop Continuous Improvement Strategies:**

Provide methods for evaluating committee performance, seeking feedback, and implementing enhancements.

- **Encourage Networking and Collaboration:**

Highlight the value of collaboration among committees, the Board, and external experts, fostering community ownership and shared purpose.

-

Overview of the Agenda

The manual is organized into guided chapters that facilitate learning and engagement:

- **Chapter 2:**
Committee Overview
- **Chapter 3:**
Setting Up Committees
- **Chapter 4:**
Diversity and Inclusion
- **Chapter 5:**
Flexibility and Adaptability
- **Chapter 6:**
Committee Structure
- **Chapter 7:**
Committee Function
- **Chapter 8:**
Committee Meetings
- **Chapter 9:**
Committee Training and Support
- **Chapter 10:**
Evaluation and Continuous Improvement
- **Chapter 11:**
Mentorship and Guidance
- **Chapter 12:**
Conclusion

This structured approach aims to empower committee members with the skills and confidence to contribute effectively and advance the cooperative's goals.

Importance of Committees

Serving on the Board of Directors involves significant responsibilities that require considerable time and effort. Committees are vital in distributing the workload, enabling Board members to function more efficiently. They provide an avenue for member engagement without overwhelming them with the full responsibilities of Board membership.

The Board sets the direction for the association, while delegating responsibilities to committees ensures broader engagement within the community, making every member invested in the organization's success. This delegation is essential for fostering a collaborative environment and driving the cooperative toward its strategic objectives.

Chapter 1 Review



Chapter 1 Review

- 1. What is the primary purpose of the training manual?**
 - A) To establish the bylaws of the cooperative
 - B) To provide a comprehensive resource for committee members and leaders
 - C) To oversee the financial operations of the association
 - D) To evaluate the performance of the Board of Directors
- 2. Which of the following is NOT an objective of the training?**
 - A) Review new board members' skills.
 - B) Enhance decision-making skills
 - C) Foster diversity and inclusion
 - D) Encourage networking and collaboration
- 3. What does this training manual aim to emphasize about committees?**
 - A) Committees should focus solely on operational tasks.
 - B) Committees exist only to support themselves.
 - C) Committees should continuously adapt and improve their practices.
 - D) Committees do not need to engage with community members.
- 4. What will the first chapter mainly cover?**
 - A) The roles of committees
 - B) The importance of training
 - C) The purpose and structure of the manual
 - D) The evaluation of committee effectiveness

1. What is the primary purpose of the training manual?
 - Correct Answer: B
2. Which of the following is NOT an objective of the training?
 - Correct Answer: A
3. What does this training manual aim to emphasize about committees?
 - Correct Answer: C
4. What will the first chapter mainly cover?
 - Correct Answer: C

Chapter 2



Video

Committee Overview

Overview of what topics were covered in chapter 2

Chapter 2 focuses on the critical role of committees within a cooperative, emphasizing their importance for effective governance and support to the Board of Directors. Key topics covered in this chapter include:

1. Introduction to Committees:

- Committees are essential for addressing specific tasks, incorporating resident opinions, and facilitating meaningful discussions that enhance governance efficiency.

2. Key Roles Committees Play:

- Committees operate within four primary categories:
 - **Board-Delegated Oversight:**
Supervise policies and manage professionals (e.g., finance or audit committees).
 - **Implementation:**
Execute organizational strategies (e.g., development committees).
 - **Research and Recommendation:**
Provide insights and recommendations (e.g., executive evaluation task forces).
 - **Representation:**
Link community interests to the Board (e.g., advisory groups).

3. Types of Committees:

- Various categories are defined, including:
 - **Standing Committees:**
Permanent bodies for ongoing tasks (e.g., Finance Committee).
 - **Subcommittees:**
Smaller groups focusing on specific issues (e.g., Nominations Subcommittee).
 - **Task Forces and Ad Hoc Committees:**
Formed for time-sensitive issues (e.g., crisis response).
 - **Councils, Work Groups, and Special Interest Groups:**
Focus on specific interests (e.g., Community Events Council).
 - **Ordinary Committees:**
Gather information and act on specific matters.
 - **Full Assembly Committees:**
Facilitate informal discussions among the entire assembly.
 -

4. Benefits of Committees:

- Committees enhance Board functioning and community life through:
 - **Enhanced Efficiency:**
Delegating tasks to allow the Board to focus on strategic matters.
 - **Diverse Perspectives:**
Promoting innovation by integrating varied opinions.
 - **Increased Resident Engagement:**
Offering accessible governance participation.
 - **Leadership Development:**
Creating pathways for future leaders.
 - **Community Building:**
Strengthening collaboration and interpersonal relationships.
 - **Capacity for Innovation and Change:**
Quickly responding to evolving community needs.

Conclusion

Committees play an integral role in cooperative governance, ensuring diverse voices are heard, supporting community connections, and preparing future leaders. They are essential building blocks for effective governance and significantly contribute to the cooperative's success and vitality.

Chapter 2 Review



Chapter 2 Review

- 1. What is one key role of committees within an organization?**
 - A) To make final decisions without Board approval
 - B) Providing research and recommendations to the Board
 - C) To manage the day-to-day operations of the staff
 - D) To appoint new Board members
- 2. Which of the following is NOT a type of committee mentioned?**
 - A) Standing Committees
 - B) Ad Hoc Committees
 - C) Executive Committees
 - D) Supervisory Committees
- 3. What is one benefit of having diverse committees?**
 - A) They reduce the number of meetings required
 - B) They enhance creativity and innovation
 - C) They simplify decision-making
 - D) They allow for fewer committee members
- 4. How do committees contribute to community engagement?**
 - A) By facilitating Board meetings
 - B) By restricting member involvement
 - C) By promoting volunteer opportunities
 - D) By avoiding community feedback

1. What is one key role of committees within an organization?
 - Correct Answer: B
2. Which of the following is NOT a type of committee mentioned?
 - Correct Answer: D
3. What is one benefit of having diverse committees?
 - Correct Answer: B
4. How do committees contribute to community engagement?
 - Correct Answer: C

Chapter 3



Video

Setting Up Committees

Overview of what topics were covered in Chapter 3

Chapter 3 focuses on the essential components for effectively establishing organizational committees. Key topics covered include:

1. Setting Up Work Groups for Success:

Establishing foundational policies and procedures is crucial for committees to function cohesively and achieve their objectives. Defining their purpose and operational guidelines is a key aspect.

2. Formalizing Committee Charges:

Upon formation, each committee should receive a clear charge from the Board of Directors outlining its purpose, responsibilities, expected outcomes, and key performance indicators (KPIs).

3. Characteristics of Effective Committees:

Successful committees share clear objectives, skilled leadership, member commitment, connection to the broader Board, and established evaluation processes.

4. Importance of Charters:

A well-defined committee charter includes a mission statement, powers and authority, composition, meeting protocols, and term limits, promoting clarity and alignment with organizational goals.

5. Defining Committee Size:

The optimal committee size is typically 4-8 members, ensuring effectiveness while reflecting community diversity. A robust recruitment process, including orientation for new members, is essential.

6. Implementing Term Limits:

Term limits promote fresh perspectives and help prevent stagnation. Succession planning and mentorship ensure that experienced members can guide newcomers.

7. Committee Formation and Structure:

Upon formation, committees should receive comprehensive charges detailing responsibilities, ensuring they maintain effective communication with the Board and align with the cooperative's strategic goals.

Conclusion

Establishing effective committees involves a structured approach that enhances cooperation, participation, and accountability. By clearly defining charters, objectives, and communication mechanisms, committees can significantly contribute to the organization's overall effectiveness. Emphasizing diversity, mentorship, and flexibility allows committees to remain dynamic and responsive to community needs.

Chapter 3 Review



Chapter 3 Review

1. What is the primary function of a committee charter?

- A) To list committee members
- B) To establish a budget for the committee
- C) Schedule committee meetings
- D) To outline a committee's purpose, structure, and responsibilities

What is the suggested optimal size of a committee?

- A) 2-3 members
- B) 4-8 members
- C) 8-12 members
- D) 12 or more members

Why are term limits important for committee members?

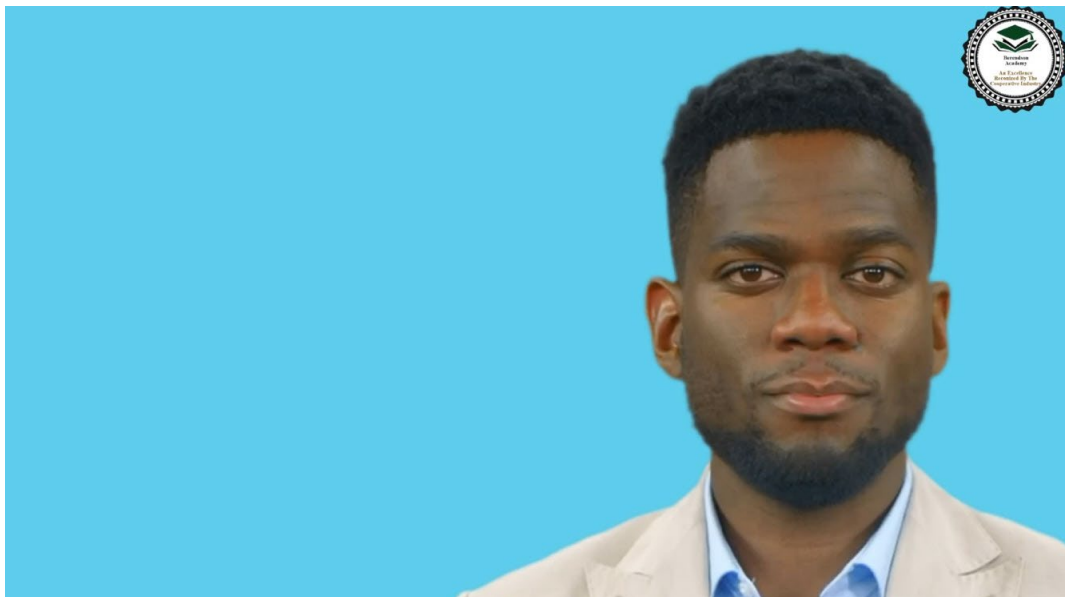
- A) To encourage fresh perspectives and avoid stagnation
- B) To reduce the workload of committee chairs
- C) To increase the number of positions filled
- D) To ensure committee meetings are short

Who typically appoints the Chair of a committee?

- A) The committee members themselves
- B) The Board of Directors
- C) The Board President, with the concurrence of the Board
- D) The staff liaison

1. What is the primary function of a committee charter?
 - Correct Answer: D
2. What is the suggested optimal size of a committee?
 - Correct Answer: B
3. Why are term limits important for committee members?
 - Correct Answer: A
4. Who typically appoints the Chair of a committee?
 - Correct Answer: C

Chapter 4



Video

Diversity and Inclusion

Overview of what topics were covered in Chapter 4

Chapter 4 emphasizes the significance of diversity within committees to enhance governance and decision-making. Key topics covered include:

1. Importance of Diversity in Committees:

- **Enhanced Creativity and Innovation:**

Diverse perspectives foster creative solutions during discussions.

- **Improved Decision-Making:**

A broad input spectrum ensures that decisions reflect the entire community's needs.

- **Greater Representation:**

Committees that mirror the community demographics lead to higher satisfaction and engagement.

- **Strengthened Community Trust:**

Representation increases trust among members in the organization.

- **Meeting Ethical and Legal Standards:**

Embracing diversity fulfills ethical obligations and enhances organizational credibility.

2. Strategies for Building Diverse Committees:

- **Proactive Recruitment:**

Announce openings and target underrepresented groups to encourage diverse participation.

- **Diverse Appointment Processes:**

Involve current members in selecting new members and consider diversity during appointments.

- **Training and Awareness:**

Provide diversity training and mentorship programs to foster inclusivity.

- **Inclusive Committee Practices:**

Promote diverse leadership and facilitate open discussions.

- **Ongoing Evaluation:**

Regularly assess diversity and set clear diversity goals.

3. Transparency and Communication:

- Committees should provide regular updates, host open forums, and establish feedback mechanisms to enhance communication and engagement.

- Utilize social media and newsletters to keep the community informed and engaged.

4. Committees and Their Position in the Organization:

- Committees link the Board and membership, deriving authority from the organization's governing documents.
- Clear communication channels and defined roles enhance collaborative effectiveness.

5. Committee Composition and Diversity:

- Committees should represent a variety of backgrounds to enrich discussions and ensure broader representation.
- Membership eligibility should be open to all members, and optimal committee sizes should balance effectiveness with diversity.

Conclusion

Diversity and inclusion are fundamental for effective committee governance. Organizations can enhance decision-making, build trust, and strengthen community engagement by fostering diverse committees and implementing proactive strategies. This commitment ultimately enriches organizational credibility and fosters deeper connections with members.

Committees



Chapter 4 Review



Chapter 4 Review

1. **Why is diversity in committees important?**
 - A) It reduces the number of members needed
 - B) It enhances decision-making and creativity
 - C) It simplifies the meeting process
 - D) It guarantees unanimous decisions
2. **What is a strategy for building diverse committees?**
 - A) Using multiple communication platforms for recruitment
 - B) Recruiting only current Board members
 - C) Limiting committee invitations to past members
 - D) Avoiding outreach to community groups
3. **Which of the following fosters community trust in committees?**
 - A) Restricting access to committee meetings
 - B) Including diverse voices in decision-making
 - C) Keeping committee activities confidential
 - D) Voting on recommendations without discussion
4. **What practice enhances transparency in committee operations?**
 - A) Limiting communication with the Board
 - B) Posting updates on social media
 - C) Providing regular reports and updates to the Board and community
 - D) Maintaining confidentiality about committee discussions

1. Why is diversity in committees important?

- Correct Answer: B

2. What is a strategy for building diverse committees?

- Correct Answer: A

3. Which of the following fosters community trust in committees?

- Correct Answer: B

4. What practice enhances transparency in committee operations?

- Correct Answer: C

Chapter 5



Video

Flexibility and Adaptability

Overview of what topics were covered in Chapter 5

This chapter emphasizes the importance of flexibility and adaptability for committees in navigating the ever-changing landscape of community needs and challenges. Key approaches include:

1. Adapting to Change:

- **Recognizing Change:**

Committees should proactively identify internal and external changes affecting their objectives through regular assessments and discussions, such as conducting annual SWOT analyses.

- **Regular Review Processes:**

Establishing quarterly or biannual evaluations enables committees to assess effectiveness and adjust strategies based on community feedback and outcomes.

- **Flexible Goals:**

Committees should set adaptable goals to respond to unexpected challenges, like pivoting from in-person events to virtual gatherings during crises.

2. Responsive Committee Practices:

- **Empowerment:**

Committees should be able to make decisions within their mandates to foster ownership and accountability.

- **Resource Availability:**

Access to information, funding, and expertise is crucial for effective adaptation.

- **Incorporating External Expertise:**

Engaging external professionals can enhance decision-making, particularly for complex issues.

- **Encouraging Innovation:**

Committees should promote a culture of creativity, allowing time for brainstorming and exploring new ideas.

- **Collaboration and Networking:**

Facilitating inter-committee collaboration enhances synergy and sharing of best practices.

3. Term Limits and Succession Planning:

Implementing term limits encourages fresh perspectives and prevents stagnation, while succession planning involves mentoring new leaders to ensure continuity.

4. Collaboration with the Board:

Open communication channels and respectful autonomy empower committees to align with organizational goals while making independent decisions.

5. Networking and Communication:

- Facilitating collaboration among committees and engaging in networking events strengthens connections and promotes the exchange of successful practices.
- Establishing clear communication protocols and fostering a culture of openness ensures transparency and active engagement from all stakeholders.

In conclusion, a culture of flexibility and adaptability allows committees to effectively address community needs, support innovation, and maintain relevance within the cooperative association.

Better Committee and Board Meetings

Prepare

- ❖ Read governing documents that define duties.
- ❖ Prepare for meetings by reading advance reports (consent agenda).
- ❖ RSVP to ensure a quorum will be present.
- ❖ Contact the board chair or CEO in advance with clarifying questions.
- ❖ Avoid “rump sessions” before or after the meeting.

Engage

- ❖ Arrive on time and stay engaged until adjournment.
- ❖ Respect the chair’s role and the meeting agenda.
- ❖ Be accountable for commitments you make.
- ❖ Avoid side conversations and digital distractions.

Discuss

- ❖ Listen to facts without preconceived notions; be open minded.
- ❖ Allow everyone an opportunity to speak before speaking again.
- ❖ Disagree with ideas, not with people.
- ❖ Add value to discussions; don’t be the “devil’s advocate.”

Decide

- ❖ Frame discussions and decisions by the mission statement.
- ❖ Ask how performance will be measured.
- ❖ Refrain from abstentions except for conflicts of interest.
- ❖ Support the decisions of the group.

Chapter 5 Review

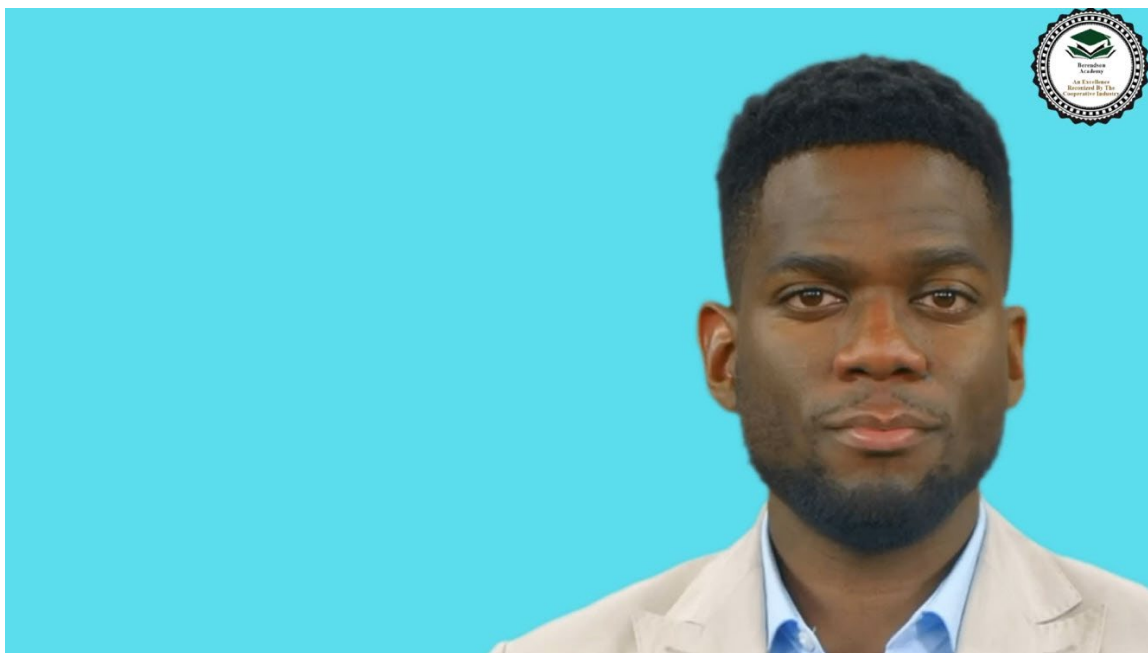


Chapter 5 Review

- 1. Why is flexibility necessary for committees?**
 - A. it allows committees to ignore their initial objectives
 - B. It reduces the workload on committee chairs
 - C. It limits the number of members needed
 - D. It enables committees to respond to changing circumstances and community needs
- 2. What is one-way committees that can establish regular review processes?**
 - A. By conducting quarterly assessments of goals and strategies
 - B. By avoiding feedback from community members
 - C. By only reviewing performance once a year
 - D. By focusing exclusively on financial reports
- 3. How should committees handle unexpected changes in their goals?**
 - A. Ignore the changes and stick to the original plan
 - B. Assess the situation and adjust their goals as necessary
 - C. Report the changes along with recommendations to the Board
 - D. Hold an emergency meeting without an agenda
- 4. When should committees use external experts?**
 - A. Only when in financial trouble
 - B. For every project they undertake
 - C. When they lack member engagement
 - D. When faced with complex issues requiring specialized knowledge

1. Why is flexibility important for committees?
 - Correct Answer: D
2. How can one-way committees establish regular review processes?
 - Correct Answer: A
3. How should committees handle unexpected changes in their goals?
 - Correct Answer: B
4. When should committees use external experts?
 - Correct Answer: D

Chapter 6



Video

Committee Structure

Overview of what topics were covered in Chapter 6

This chapter outlines the critical components of committee structure essential for effective governance and organizational success. Key elements include the roles and responsibilities of committee chairs and liaisons, optimal committee size, term limits, and best practices for organizing effective committees.

Role of Chair

The Committee Chair plays an essential role in guiding committee activities. Responsibilities include:

- **Meeting Preparation:**
Arranging meetings, preparing, and distributing agendas.
- **Leadership During Meetings:**
Facilitating discussions, encouraging participation, and managing the agenda.
- **Communication:**
Acting as the liaison to the Board, providing updates, and representing committee interests.
- **Delegation and Coordination:**
Assigning tasks based on member strengths and coordinating activities with other committees.
- **Monitoring Progress and Maintaining Records:**
Tracking action items and keeping accurate records of committee activities.

Role of Liaison

The liaison connects the Board and the committee, ensuring effective collaboration:

- **Communication Facilitation:**
Attending committee meetings to convey Board directives and provide updates.
- **Support and Resources:**
Assisting with resources and guidance to align committee goals with the Board's objectives.
- **Conflict Resolution:**
Helping resolve disputes within the committee.
- **Monitoring and Guidance:**
Observing committee activities and ensuring alignment with the organization's mission.

Defining Committee Size

Determining the appropriate committee size is crucial:

- **Optimal Size:**
Ideally, committees should have 4-8 members to balance practical discussions and diverse input.
- **Considerations for Composition:**
Committees should reflect community diversity to enhance decision-making.
- **Recruitment Process:**
Appointments can come directly from the Board, through open calls, or recommendations, and an orientation for new members supports them.

Term Limits

Implementing term limits encourages fresh perspectives and effective succession planning:

- **Encouraging New Ideas:**
Rotating members prevents monopolization of roles, e.g., limiting to two consecutive three-year terms.
- **Succession Planning:**
Mentorship between outgoing and incoming members helps ensure smooth transitions and prepares new leaders.
- **Maintaining Continuity:**
Staggered terms allow experienced members to guide new ones while overseeing ongoing projects.
- **Documentation of Activities:**
Outgoing members should record key decisions and lessons to assist newcomers in understanding ongoing initiatives.

Committee Formation and Structure

Formalizing charges and responsibilities is vital for committee operations:

- **Formalizing Committee Charges:**
Clear mandates from the Board define the committee's purpose, responsibilities, and KPIs.
- **Responsibilities:**
Committees must communicate with the Board, ensure member participation, and foster an inclusive environment.

Communication

Clear communication is essential for collaboration:

- **Communication with the Board:**
Chairs should share meeting notes and context for committee activities to keep stakeholders informed.
- **Feedback Loop:**
Encourage Board feedback to enhance committee responsiveness.

Conclusion

A well-defined committee structure is crucial for organizational success. Organizations foster engagement and collaboration by clarifying the roles of chairs and liaisons, establishing appropriate sizes, and implementing term limits. Committees can adapt to community needs through effective communication and mentoring and continually enhance their contributions to the cooperative.

Chapter 6 Review



Chapter 6 Review

1. What is the primary responsibility of the Committee Chair?

- A) To make final decisions without input from others
- B) To set the meeting agenda and facilitate discussions
- C) To serve as the primary contact for all members
- D) To take votes on behalf of the committee

2. How can a committee ensure it has adequate diversity?

- A) By including only Board members
- B) By actively recruiting from various community demographics
- C) By limiting participation to long-standing members
- D) By focusing exclusively on expertise

3. What does a committee charter include?

- A) Only the names of the members
- B) A brief overview of the meeting times
- C) The committee's mission, powers, authority, and membership
- D) The personal interests of committee members

4. What is a suggested optimal size for a committee?

- A) 2-3 members
- B) 3-5 members
- C) 4-8 members
- D) 10-12 members

1. What is the primary responsibility of the Committee Chair?

- Correct Answer: B

2. How can a committee ensure it has adequate diversity?

- Correct Answer: B

3. What does a committee charter include?

- Correct Answer: C

4. What is a suggested optimal size for a committee?

- Correct Answer: C

Chapter 7

Committee Class

Guide to Committees



Video

Committee Function

Overview of what topics were covered in Chapter 7

Chapter 7 discusses the essential role of committees in cooperative associations, emphasizing their importance in detailed discussions, decision-making, and providing actionable recommendations. The chapter highlights several key areas:

1. Decision-Making and Accountability:

- Committees should follow a structured decision-making process, which includes gathering relevant information, analyzing options, consensus-building, and making final recommendations.
- Accountability focuses on member responsibilities, participation, transparency, and ethical standards.
- Regular evaluation of decisions encourages a culture of learning and adaptation.

2. Budgeting:

- Committees must operate within their assigned budgets and review past spending to identify future needs.
- Requests for additional funding should be well-documented, justifying the need and detailing anticipated benefits.
- Continuous monitoring of financial impacts is essential throughout the fiscal year.

3. Meeting Dynamics:

- Committees should have a consistent meeting schedule, with logistics managed by the Chair.
- Agenda preparation and distribution are critical for effective meetings, ensuring that all members are informed and prepared for discussions.

4. Record Keeping:

- Proper documentation is crucial for transparency and accountability, including minutes of meetings and documented reports.
- Secure storage of records, possibly through an online platform, ensures access while maintaining confidentiality.

5. Reporting to the Board:

Regular updates to the Board keep it informed about committee activities, progress, challenges, and financial matters.

Reports should include summaries of activities, progress toward objectives, challenges faced, financial implications, and actionable recommendations. The format should be clear and concise to enhance understanding.

Conclusion: Committees play a vital role in governance, and their effectiveness depends on structured processes, accountability, responsible budgeting, effective meetings, and transparent communication with the Board. By following these principles, committees can significantly enhance the cooperative's impact and ensure alignment with organizational goals.

Chapter 7 Review



Chapter 7 Review

1. What is essential for the decision-making process in a committee?

- A) It must always involve a coin toss
- B) It should follow a structured process that includes data gathering and consensus-building
- C) Every member must agree completely before making a decision
- D) Only a majority vote is sufficient

2. What should committees do regularly to maintain accountability?

- A) Avoid attending meetings to save energy
- B) Limit communication to only when necessary
- C) Regularly review their goals and gather feedback
- D) Allow one member to make all decisions

3. How should committees handle their budgeting?

- A) Each committee must ensure it operates within its assigned budget and justify any requests for additional funding to the Board.
- B) Committees should ignore their budgets if they think of new projects.
- C) Committees can spend freely as long as they inform the board later.
- D) Only the Board can decide on budgets; committees have no say.

4. What is the responsibility of committees in terms of record-keeping?

- A) To keep records only when needed for tax purposes
- B) Document all meeting minutes, decisions, and actions comprehensively and accurately
- C) To randomly record decisions without structure
- D) To rely solely on verbal summaries at the end of each meeting

1. What is essential for the decision-making process in a committee?

- Correct Answer: B

2. What should committees do regularly to maintain accountability?

- Correct Answer: C

3. How should committees handle their budgeting?

- Correct Answer: A

4. What is the responsibility of committees in terms of record-keeping?

- Correct Answer: B

Chapter 8



Video

Committee Meetings

Overview of what topics were covered in Chapter 8

Chapter 8 focuses on the critical importance of effective meetings for committee success. It presents guidelines, strategies for conducting productive meetings, and follow-up procedures to ensure accountability and continuity.

1. Meeting Guidelines:

- **Advance Agenda Distribution:**
Agendas should be shared 10 days before meetings to facilitate adequate preparation and focus.
- **Preparation and Participation:**
Members must review materials in advance and actively engage in discussions, ensuring diverse viewpoints are heard.
- **Timeliness:**
Meetings must start and end on time, with guidelines for managing late arrivals.
- **Managing Discussions:**
Limit distractions and establish norms for respectful communication.
- **Documenting Decisions:**
All decisions must be recorded in meeting minutes, promoting unity and cohesiveness.
- **Inclusiveness:**
New ideas and members should be respected, fostering an inclusive environment.

2. Conducting Effective Meetings:

- **Advanced Planning:**
The Chair should ensure meetings are well structured and that all agenda items are covered.
- **Meeting Sequence:**
Start with agreeable topics to foster collaboration, tackling heavier issues early on.
- **Time Management:**
Assign time slots for each agenda item and keep discussions focused.
- **Encouraging Participation:**
The Chair should invite input from all members and ensure balanced discussions.
- **Decision-Making Processes:**
Encourage consensus while being open to constructive debate.

3. Follow-Up Procedures and Actions:

- **Post-Meeting Responsibilities:** The Chair must ensure that minutes are promptly prepared and include essential details.
- **Action Item Tracking:**
Maintain an ongoing list of action items with deadlines and responsibilities to enhance accountability.
- **Regular Progress Reports:**
Committees should provide updates to the Board on activities and challenges.
- **Encouraging Feedback:**
Solicit member feedback on meeting effectiveness to foster continuous improvement.
- **Recognition of Contributions:**
Acknowledge individual and group efforts to boost morale and engagement.
- **Continuity Between Meetings:**
Organize informal check-ins to keep members connected and engaged.

Conclusion: Effective committee meetings are vital for achieving organizational goals through structured collaboration. Establishing guidelines, conducting productive sessions, and implementing follow-up procedures facilitate efficient and responsive committee operations. A culture of feedback and recognition aids in member engagement, ensuring that committees effectively support the Board and the community.

Chapter 8 Review



Chapter 8 Review

1. What is a fundamental requirement for committee meetings?

- A) They must occur without prior planning
- B) Meetings can start anytime based on member availability
- C) Only the Chair needs to know the agenda
- D) Agendas should be distributed at least 10 days in advance

2. How should committee members prepare for meetings?

- A) Members do not need to prepare, just attend
- B) By reviewing advanced materials to facilitate constructive dialogue
- C) Members should wait for discussions to start before thinking about their input
- D) They should only prepare if they feel it is necessary

3. What should a committee do if discussions become lengthy or off-topic during meetings?

- A) The Chair should guide conversations back on track and summarize key points
- B) The Chair should allow discussions to continue without intervention
- C) The Chair should end the meeting immediately
- D) The Chair should take a break and not address the topic

4. What should be included in the minutes of a committee meeting?

- A) Personal opinions of members expressed
- B) Attendance, key actions, decisions, and adjournment time
- C) Only the financial discussions held during the meeting
- D) Detailed discussions about each member's opinions

1. What is a fundamental requirement for committee meetings?

- Correct Answer: D

2. How should committee members prepare for meetings?

- Correct Answer: B

3. What should a committee do if discussions become lengthy or off-topic during meetings?

- Correct Answer: A

4. What should be included in the minutes of a committee meeting?

- Correct Answer: B

Chapter 9



Video

Committee Training and Support

Overview of what topics were covered in Chapter 9

Chapter 9 emphasizes the importance of practical training and support for committee members to maximize their potential and enhance the success of committees within an organization. The chapter covers training opportunities, strategies for seeking external support, and methods for recognizing and appreciating committee members.

1. Training Opportunities and Seminars:

- **Importance of Training:**

Adequate training equips members with skills and knowledge, fostering confidence and effective contribution.

- **Types of Training Offered:**
- **Committee Governance**
- **Conflict Resolution**
- **Effective Communication**
- **Project Management**
- **Legal and Regulatory Aspects**

- **Formats for Training:**

- **Workshops and Seminars**
for interactive learning.
- **Online Resources**
for self-paced learning.
- **Mentorship Programs:**
Pairing experienced members with newcomers provides guidance and builds community within the committee.

2. Seeking Outside Support and Resources:

- **Identifying External Expertise:** Working with specialists like lawyers or engineers can enhance decision-making for complex challenges.
- **Engagement with Professionals:** Hiring external consultants for specific projects or strategic planning can provide valuable insights.
- **Leveraging Community Resources:** Collaborating with local universities and organizations can bolster committee capabilities through training and resources.

3. Recognition and Appreciation Strategies:

- **The Importance of Recognition:**

Acknowledging efforts sustains motivation and fosters a culture of appreciation among members.

- **Publicly Acknowledging Achievements:**

Celebrating successes through newsletters or social media boosts morale and encourages participation.

- **Hosting Appreciation Events:**

Organizing gatherings to honor contributions allows for meaningful expressions of gratitude.

- **Providing Certificates of Recognition:**

Issuing certificates serves as tangible reminders of appreciation for dedicated work.

- **Investment in Development:**

Offering resources for skill enhancement and professional development supports committee members' growth.

-

Conclusion: Effective training and support are vital for the success of committee members and the overall efficacy of cooperative associations. By implementing comprehensive training programs, seeking external support, and recognizing member contributions, organizations can cultivate engaged and motivated committees, enhancing community involvement and decision-making processes.

Chapter 9 Review



Chapter 9 Review

- 1. Why is training important for committee members?**
 - A) It decreases the need for meetings
 - B) It allows committees to work independently without Board oversight
 - C) It eliminates the need for record-keeping
 - D) It equips members with the necessary skills and knowledge to fulfill their roles effectively
- 2. Which of the following is a type of training offered to committee members?**
 - A) Personal finance management
 - B) Committee governance and structure
 - C) Basic computer skills
 - D) General marketing strategies
- 3. What is one method for recognizing the contributions of committee members?**
 - A) Publicly acknowledging achievements in association meetings
 - B) Ignoring their efforts
 - C) Providing them with additional tasks
 - D) Requesting more work without acknowledgment
- 4. How can organizations facilitate networking among committees?**
 - A) By keeping committees isolated from each other
 - B) By scheduling meetings only before Board meetings
 - C) Through joint workshops or social events that promote camaraderie
 - D) By minimizing inter-committee communication

1. Why is training important for committee members?
 - Correct Answer: D
2. Which of the following is a type of training offered to committee members?
 - Correct Answer: B
3. What is one method for recognizing the contributions of committee members?
 - Correct Answer: A
4. How can organizations facilitate networking among committees?
 - Correct Answer: C

Chapter 10



Video

Evaluation and Continuous Improvement

Overview of what topics were covered in Chapter 10

Chapter 10 emphasizes the importance of regular evaluation and continuous improvement in enhancing organizational committee effectiveness. It outlines methods for assessing the committee's performance, seeking feedback, and implementing changes to ensure that committees align with community needs.

1. Assessing Committee Effectiveness:

- Committees should evaluate their structure, processes, and outcomes every six to twelve months, asking questions like whether the committee still fulfills the necessary function and if members are adequately oriented.
- Establishing ground rules at the outset improves meetings and interactions.

2. Tips for Improving Effectiveness:

- Develop a clear purpose for the committee, select dedicated members, encourage participation, and summarize actions at the end of meetings.

3. Seeking Feedback for Improvement:

- Actively gather feedback from committee members, stakeholders, and the Board through surveys and focus groups to identify improvement areas.
- Create feedback loops for ongoing input and analyze collected feedback to pinpoint necessary changes.

4. Implementing Changes and Best Practices:

- Formulate action plans based on evaluation findings, adjust committee roles, and provide necessary training.
- Encourage sharing best practices among committees and maintain transparency about evaluation outcomes and improvement efforts.
- Regularly celebrate improvements and foster a culture of continuous learning.

5. Engaging Members and the Community:

- Involve all members in the evaluation process, enhancing engagement and constructive feedback.
- Integrate community insights through surveys or forums to better understand broader perspectives and drive necessary adjustments.

Conclusion: Continuous evaluation and improvement are essential for maintaining the relevance and effectiveness of committees. By adopting structured evaluation processes, incorporating feedback, and fostering a culture of adaptability, organizations can enhance committee performance, engage the community, and drive progress toward organizational goals. Committees that embrace these practices strengthen their contributions and remain responsive to evolving community needs.

Chapter 10 Review



Chapter 10 Review

- 1. What is the purpose of evaluating committee effectiveness?**
 - A) To assess performance and identify areas for improvement
 - B) To scold members for mistakes
 - C) To eliminate committee members who are not performing well
 - D) To ensure that members are compliant with personal obligations
- 2. How frequently should committees undergo structured evaluations?**
 - A) Every month
 - B) Only at the end of the year
 - C) Every six to twelve months
 - D) Whenever the Board decides
- 3. What is one method for gathering constructive feedback about a committee's performance?**
 - A) Surveys to committee members and community stakeholders
 - B) Informal conversations only
 - C) Ignoring feedback altogether
 - D) Reporting only to the Board of Directors
- 4. Following evaluations, what should committees do?**
 - A) Ignore the findings
 - B) Develop action plans based on assessment results
 - C) Extend their meetings indefinitely
 - D) Request more funding without justification

1. What is the purpose of evaluating committee effectiveness?
 - Correct Answer: A
2. How frequently should committees undergo structured evaluations?
 - Correct Answer: C
3. What is one method for gathering constructive feedback about a committee's performance?
 - Correct Answer: A
4. Following evaluations, what should committees do?
 - Correct Answer: B

Chapter 11



Video

Mentorship and Guidance

Overview of what topics were covered in Chapter 11

Chapter 11 discusses the crucial role of mentorship and guidance in developing effective organizational committees. It emphasizes how strong mentorship relationships can enhance leadership development, increase member engagement, and leverage the collective experience of committee members.

1. Importance of Mentorship in Committee Work:

- **Fostering Growth and Development:**
Mentorship aids personal and professional growth by connecting newcomers with experienced members, building confidence and skill.
- **Building Capacity for Leadership:**
A mentorship program cultivates future leaders by sharing best practices and insights on committee operations.
- **Enhancing Engagement and Retention:**
Support through mentorship boosts member engagement, leading to higher retention rates and deeper connections to the organization.
- **Creating a Culture of Collaboration:**
Mentorship promotes knowledge sharing and teamwork, enhancing the overall capability of committees.
- **Facilitating Smooth Transitions:**
Effective mentorship ensures seamless leadership transitions, maintaining continuity in achieving committee goals.

2. Establishing Mentorship Programs:

- **Defining Program Objectives:** Clear objectives guide the mentorship program to meet participants' diverse needs.
- **Pairing Mentors and Mentees:**
Matches should consider interests and goals to foster meaningful relationships.
- **Program Structure:**
Define the duration and frequency of the meeting, and establish specific goals for mentorship.
- **Providing Training for Mentors:**
Equip mentors with training on effective practices to better support mentees.
- **Gathering Feedback:**
Collect participant feedback to refine and improve the program.

3. Resources for Mentors and Mentees:

- **Training Materials:**
Provide guides and resources on communication and leadership skills.
- **Networking Opportunities:**
Facilitate events that strengthen relationships among mentors, mentees, and committee members.
- **Professional Development Platforms:**
Encourage the sharing of learning resources to build essential skills.
- **Recognition of Mentorship Efforts:**
Acknowledge contributions through awards or public recognition, reinforcing the importance of mentorship.

Conclusion: Effective mentorship programs are vital for cultivating engaged volunteer bases and developing future leaders. Organizations prioritizing mentorship enhance collective knowledge, ensure all voices are valued, and foster a collaborative environment. By offering resources, training, and recognition, organizations support individual growth and improve the overall effectiveness of committees, enriching community involvement and leadership development.

Conclusion:

Cooperative rules are foundational to a harmonious community and require a systematic approach, clear communication, and consistent enforcement. Cooperative communities protect residents' investments and thrive by fostering voluntary compliance and regularly updating rules.

Chapter 11 Review

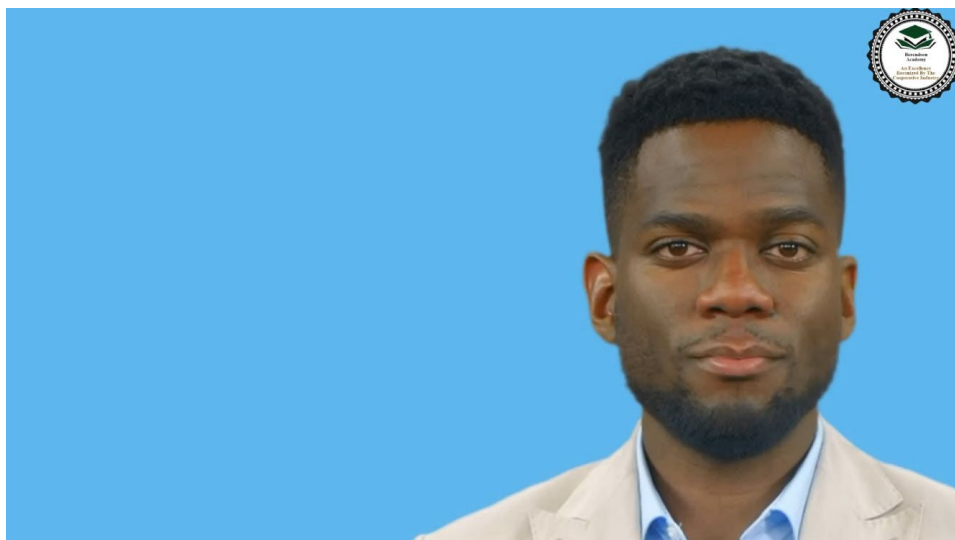


Chapter 11 Review

1. **What is the primary purpose of mentorship in committee work?**
 - A) To foster personal and professional growth of committee members
 - B) To replace committee chairs
 - C) To limit participation in committees
 - D) To ensure that only experienced members lead committees
2. **How should mentorship pairs be formed?**
 - A) At random, regardless of experience
 - B) Based on interests, skills, and goals of both parties
 - C) By only pairing recent board appointees with veteran members
 - D) By selecting individuals only from the same committee
3. **What is one benefit of a mentorship program for committees?**
 - A) It eliminates the need for training
 - B) It restricts participation to experienced members only
 - C) It helps cultivate future leaders within the organization
 - D) It prevents new members from joining committees
4. **How should organizations recognize mentors and mentees?**
 - A) By ignoring their contributions
 - B) Through awards, acknowledgments, and certificates of recognition
 - C) By assigning them additional work
 - D) By evaluating them solely based on performance

1. What is the primary purpose of mentorship in committee work?
 - Correct Answer: A
2. How should mentorship pairs be formed?
 - Correct Answer: B
3. What is one benefit of a mentorship program for committees?
 - Correct Answer: C
4. How should organizations recognize mentors and mentees?
 - Correct Answer: B

Chapter 12



Video

Conclusion

Overview of what topics were covered in Chapter 12

Chapter 12 wraps up the guide on establishing and maintaining effective committees within a cooperative association, summarizing key insights and reinforcing their importance for organizational success.

Recap of Key Points:

1. Committees as Essential Governance Structures:

Committees support the Board of Directors by enabling in-depth discussions, leveraging specialized knowledge, and effectively addressing community needs.

2. Diversity and Inclusion:

Promoting diversity within committees enhances decision-making and engagement while reflecting the community's demographics, enriching discussions and initiatives.

3. Flexibility and Adaptability:

Committees should regularly review and adjust goals to remain responsive to changes in the community and organizational landscape, ensuring relevance and effectiveness.

4. Structured Functions:

Clear roles for committee chairs, liaisons, and members create understanding of responsibilities, while established ground rules and meeting guidelines promote effective outcomes.

5. Training and Support:

Ongoing development and mentorship are key to enhancing committee members skills, fostering engagement, and ensuring optimal committee performance through training and resources.

6. Continuous Improvement:

Regular evaluations and feedback collection are vital for enhancing committee function, enabling adaptation to align with the community's evolving needs.

Final Thoughts and Encouragement: The chapter emphasizes that effective committees are foundational to a thriving organization. Each member's unique strengths contribute to the cooperative's success. By implementing the practices outlined in the guide and fostering a positive, inclusive environment, along with encouraging open communication and respect for diverse perspectives, organizations can achieve their goals. Committed and thoughtful practices will strengthen the organization, ensuring it effectively meets the community's needs.

Chapter 12 Review



Chapter 12 Review

1. **What is the purpose of the training manual discussed throughout the chapters?**
 - A) To provide certification for committee members
 - B) To serve as a comprehensive resource for effective committee governance and operational practices
 - C) To create a one-size-fits-all solution for committee issues
 - D) To outline bylaws and legal requirements exclusively
2. **Which of the following is NOT a key point highlighted in the training manual?**
 - A) The role committees play in day-to-day operations without Board oversight
 - B) The importance of effective committee governance
 - C) The need for diversity and inclusion within committees
 - D) The necessity of flexibility and adaptation in committee work
3. **What is an essential aspect of committee success mentioned in the Conclusion?**
 - A) Having all committee members with the same level of experience
 - B) Avoiding open discussions during meetings
 - C) Reducing the number of meetings held by committees
 - D) Recognizing and appreciating the contributions of all committee members to maintain motivation
4. **How should organizations approach the future of their committees?**
 - A) By sticking to practices even if they become ineffective
 - B) By fostering a culture of continuous improvement and adaptability
 - C) By minimizing member engagement and feedback
 - D) By maintaining a rigid structure with no changes

1. What is the purpose of the training manual discussed throughout the chapters?
 - Correct Answer: B
2. Which of the following is NOT a key point highlighted in the training manual?
 - Correct Answer: A
3. What is an essential aspect of committee success mentioned in the Conclusion?
 - Correct Answer: D
4. How should organizations approach the future of their committees?
 - Correct Answer: B

Questions

Questions?

More Information?





Video of member orientation for new members or use on the site for promo
This video is available for free download on the [BerendsonAcademy](https://www.BerendsonAcademy.com) website.

Training Guide

Welcome		
Welcome and Introduce Yourself	slide	10 Min
Ice Breaker		20 Min
Introducing Berendson Academy	Slide	3 Min
Video Introduction to Berendson Academy	Video	3 Min
Overview of chapters and topics		5 Min
Video introduction of the course	Video	3 Min
Total Minutes		41 Min

INTRODUCTION		
Introducing Chapter 1	slide	3 Min
Chapter 1 Training Video	Video	4 Min
Chapter 1 Review Questions	Slide	10 Min
Total Minutes		17 Min

COMMITTEE OVERVIEW		
Introducing Chapter 2	slide	3 Min
Chapter 2 Training Video	Video	5 Min
Chapter 2 Review Questions	Slide	10 Min
Total Minutes		18 Min

SETTING UP COMMITTEES		
Introducing Chapter 3	slide	3 Min
Chapter 3 Training Video	Video	4 Min
Chapter 3 Review Questions	Slide	10 Min
Total Minutes		17 Min

DIVERSITY AND INCLUSION		
Introducing Chapter 4	slide	3 Min
Chapter 4 Training Video	Video	4 Min
Chapter 4 Review Questions	Slide	10 Min
Total Minutes		17 Min

FLEXIBILITY AND ADAPTABILITY		
Introducing Chapter 5	slide	3 Min
Chapter 5 Training Video	Video	3 Min
Chapter 5 Review Questions	Slide	10 Min
Total Minutes		16 Min

COMMITTEE STRUCTURE		
Introducing Chapter 6	slide	3 Min
Chapter 6 Training Video	Video	5 Min
Chapter 6 Review Questions	Slide	10 Min
Total Minutes		18 Min

COMMITTEE FUNCTION		
Introducing Chapter 7	slide	3 Min
Chapter 7 Training Video	Video	5 Min
Chapter 7 Review Questions	Slide	10 Min
Total Minutes		18 Min

COMMITTEE MEETINGS		
Introducing Chapter 8	slide	3 Min
Chapter 8 Training Video	Video	5 Min
Chapter 8 Review Questions	Slide	10 Min
Total Minutes		18 Min

COMMITTEE TRAINING AND SUPPORT		
Introducing Chapter 9	slide	3 Min
Chapter 9 Training Video	Video	5 Min
Chapter 9 Review Questions	Slide	10 Min
Total Minutes		18 Min

EVALUATION AND CONTINUOUS IMPROVEMENT		
Introducing Chapter 10	slide	3 Min
Chapter 10 Training Video	Video	4 Min
Chapter 10 Review Questions	Slide	10 Min
Total Minutes		17 Min

MENTORSHIP AND GUIDANCE		
Introducing Chapter 11	slide	3 Min
Chapter 11 Training Video	Video	5 Min
Chapter 11 Review Questions	Slide	10 Min
Total Minutes		18 Min

Conclusion		
Introducing Chapter 12	slide	3 Min
Chapter 12 Training Video	Video	4 Min
Chapter 12 Review Questions	Slide	10 Min
Total Minutes		17 Min

Working With Professionals		
Questions	slide	5 Min
Cooperative Orientation Training Video	Video	6 Min
Total Minutes		11 Min

Total		
Total hours		4.3 Hours