

GOVERNANCE TOOLS - Handout

Note - Taking

As the workshop tests out the different governance tools, note how you would use each one in your co-op. When would you use it? Would you adapt it and how? How will it contribute to good governance?

A. Identifying goals, setting priorities and planning

1. Good governance test
2. Annual calendar
3. Checklist: first board meeting after the AGM
4. Sample board agenda
5. Minute taking template

B. Establishing rules and policies

6. Where to look quiz

7. Policies on the web table of contents

8. Meeting agreement

C. Electing a board of directors

9. Ethical conduct declaration

10. Board job description

D. Selecting, supervising and evaluating management

11. Sound management challenge

12. Governance or management quiz

E. Evaluating results or outcomes

13. Member satisfaction survey

14. Sample complaint form