

COOPERATIVE GOVERNANCE WORKSHOP

INTRODUCTION

A cooperative society is a voluntary association of individuals, united by the common bond, who have come together to pursue their economic goals for their own benefits. It is an autonomous association of persons united voluntarily to meet their common economic, social & cultural needs and aspiration through a jointly owned organization. Cooperative societies are governed by the Nigerian cooperative societies Act that provides for the registration of cooperative societies. The registration of cooperative societies in Nigeria is effected at the designated cooperative society ministry in various states.

The purpose of this workshop is to capacitate participants with the following:

- **Understanding Cooperatives:** Describe how cooperative values and principles apply to the business
- **Leadership:** State the actions they will take to develop a leadership skill.
- **Business Planning:** Create a business plan that incorporates elements developed during training, including mission and vision statements, objectives, action plans, and a monitoring plan.
- **Governance:** Organize a General Assembly and board elections that comply with the country's cooperative law.
- **Internal Organization:** Develop a system for keeping and accessing essential business records.
- **Operations:** Implement a plan to deliver product on time, in the right quantities, and to expected quality standards.
- **Member Relations:** Implement a plan for recruiting, managing, and engaging members.
- **Finance and Accounting:** Prepare and analyze income statements and balance sheets.

DURATION: 3 DAYS

MODULAR OUTLINE

DAY 1

UNDERSTANDING COOPERATIVES

- Introduction to Cooperatives
- Cooperative Values and Principles
- Agricultural cooperative society (also known as farmers' cooperative)
- Saving and credit cooperative society (also known as microfinance cooperative)
- Multi-purpose cooperative society (General cooperative)

LEGISLATIVE FRAMEWORK FOR CO-OPERATIVES

- The Constitution of the Federal Republic of Nigeria 1999 (as amended)
- The Nigerian Cooperative Societies Act CAPN98 2004 (formerly Decree No. 90 of 1993)
- States Cooperatives Societies Law and Regulations made pursuant to State laws
- By-laws of individual cooperative societies



LEADERSHIP

- Introduction to Leadership
- Motivating People
- Resolving Conflict

BUSINESS PLANNING

- Introduction to Business Planning
- Mission and Vision
- Strengths and Weaknesses
- Business Objectives
- Business Planning
- Monitoring Progress

DAY 2

GOVERNANCE

- Introduction to Governance
- General Assembly
- Board of Directors
- Structure of Cooperatives Management Structure
- Roles and Responsibilities of Members
- Role of members

INTERNAL ORGANIZATION

- Introduction to Internal Organization
- Recordkeeping
- Controlling Corruption
- Managing Meetings

OPERATIONS

- Introduction to Operations
- Collection from Members
- Receiving and Storage
- Delivery to Buyers

DAY 3

MEMBER RELATIONS

- Introduction to Member Relations
- Member Recruitment and Retention
- Member Management
- Member Engagement

FINANCE AND ACCOUNTING

- Introduction to Finance and Accounting
- Cash Handling and Accounting
- Financial Statement Analysis
- Allocation of Surplus