



**COOPERATIVE ALLIANCE FOR RESPONSIVE ENDEAVOR
MUTUAL BENEFIT ASSOCIATION, INC.**

39 Ilang-ilang St., Zaballero Subd., Brgy. Gulang-gulang, Lucena City
Telefax. No. (042) 373-7789 TIN 007-183-560-000
Email Add: mbacare@yahoo.com.ph



Orientation Program for New Set of Officers/ Directors

Objectives: To identify and learn the Board Duties and Responsibilities of new Officers/Directors.

- Creation of Committee members with corresponding mandates, duties and responsibilities and number of meetings.
- Agreed upon regular BOT meeting every last Saturday of the month at 9:30 am of CARE MBA, Inc. office.
- Submission of Annual Self-Assessment of the Board, should be submitted every second week of December.
- Schedule of Mandatory Trainings for new Director (e.g. Governance by AMLA c/o RIMANSI)
- Amount of per diem of Directors per meetings.
- Review of By Laws and Articles of Incorporation.
- Study and review the Implementing Rules and Regulations of CARE MBA, Inc.'s products and services.
- Master the Insurance Products for CARE MBA Inc.'s members.
- Prepare needed Policies for Member's Benefits.
- Continuous practice of CARE MBA, Inc.'s Core Values.