



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



ORIENTATION OF NEW BOARD OF TRUSTEES

The initial or organizational meeting of a newly elected Board of Trustees shall be held immediately after the conclusion of the General Assembly at which they are elected. Orientation for New Trustees shall be conducted by CARE MBA's President, General Manager and Operations Officer.

This is intended to familiarize the new Board of Trustees on their roles and responsibilities in the Board and Committees. The following items are discussed during the orientation of new Board of Trustees.

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