



---

## **Policy on Orientation and Training of the Board of Trustees**

### **Policy Statement**

Cooperative Alliance for Responsive Endeavor Mutual Benefit Association (CARE MBA), Inc. regularizes the Board of Trustees' Orientation and Training Policy with mandates and specific duties and responsibilities of each trustee.

Each Board of Trustees shall follow the requirements set forth in this policy for orientation for first time trustees and the mandatory annual training programs for all board members. The obligatory trainings shall also apply to the management, officers and rank and file employees of CARE MBA, Inc.

This Policy aims to ensure that the Board of Trustees are provided with the necessary and relevant training and/or development programs. The annual training of the trustees guarantees their growth and development. CARE MBA believes that through these trainings, the board will enhance their effectiveness and competency for good corporate governance.

### **I. Orientation Program for New Board of Trustees and Committee Members**

The initial or organizational meeting of a newly elected Board of Trustees shall be held immediately after the conclusion of the Annual 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 new roles and responsibilities in the Board and Committees as well. The following items will be discussed during the orientation of new Board of Trustees and Committee members.

- Vision, Mission, Core Values and Philosophy of Success of CARE MBA, Inc.
- Briefing on the qualifications, roles and duties of the Board of Trustees and Committee members
- Implementing Rules and Regulations of CARE MBA, Inc.'s products and services
- Code of Ethics and Conduct of the Association
- Expectations from the Board of Trustees
- By Laws and Articles of Incorporation

- Schedule of Board of Trustees' and Committee meetings
- Protocols for BOT and Committee meetings
- Performance Evaluation of Board of Trustees and Committee members

## **II. Continuing Education and Training**

The Board of Trustees shall have a continuing education and training programs to enhance and have a deeper understanding of Association's operations as a whole. The Operations Officer of CARE MBA is responsible for arranging and facilitating the relevant training and development of the board.

Continuing Education and Trainings for the Board of Trustees may include but are not be limited to the following:

- Governance and Anti-Money Laundering Act (AMLA) Workshop for MI-MBA's
- Financial Management
- Field visits to cooperative partners to meet with their Board of Directors, Managers and Staff and discuss improvement in operations
- Any possible relevant seminars, trainings and webinars related to board governance

## **III. Effectivity**

This policy shall be effective immediately.

## **IV. Amendment**

Any amendment to this policy shall be subject to a board resolution.