GOVERNANCE ENHANCEMENT TOOLKIT

Provincial Cooperative Development Office (PCDO)
Province of Bohol

I. PURPOSE

This toolkit provides cooperatives with tools, templates, and guidance to strengthen governance practices, improve transparency, and enhance accountability in line with CDA regulations and best cooperative practices.

II. KEY GOVERNANCE AREAS

1. **Board and Leadership**
    - Roles and responsibilities of the Board of Directors (BOD)
    - Chairperson, Vice Chairperson, Treasurer, Secretary duties
    - Delegation of authority and accountability mechanisms
2. **Policies and By-Laws**
    - Developing and updating cooperative by-laws
    - Standard operating procedures for major functions
    - Conflict of interest policies
3. **Meetings and Resolutions**
    - Conducting effective Board and General Assembly meetings
    - Standard templates for Minutes of Meeting (MOM)
    - Board Resolutions and General Assembly Resolutions templates
4. **Financial Governance**
    - Internal controls and financial reporting standards
    - Budget preparation and approval process
    - Audit readiness and documentation
5. **Monitoring and Evaluation**
    - Key performance indicators (KPIs) for governance
    - Regular self-assessment tools for the BOD
    - Annual planning and strategic planning worksheets
6. **Stakeholder Engagement**
    - Member engagement and participation strategies
    - Transparent communication and reporting
    - Feedback and grievance mechanisms

III. TOOLKIT COMPONENTS / TEMPLATES

1. **Board and GA Templates**
    - Standard Minutes of Meeting Template
    - Board Resolution Template
    - General Assembly Resolution Template
2. **Planning Tools**
    - Annual Planning Template
    - Strategic Planning Worksheet
3. **Monitoring Tools**
    - Training & Technical Assistance Report Form
    - Monitoring & Evaluation Templates
4. **Governance Checklists**
    - BOD self-assessment checklist
    - Compliance checklist for CDA requirements
    - Internal audit and documentation checklist

IV. IMPLEMENTATION GUIDANCE

1. Assign a **Governance Officer / Compliance Officer** for oversight.
2. Conduct **quarterly governance review meetings** with the Board.
3. Utilize templates and worksheets to **track progress and compliance**.
4. Maintain documentation for all **resolutions, meetings, and reports**.
5. Regularly **update policies and SOPs** based on assessments and feedback.

V. REFERENCES

- Cooperative Development Authority (CDA) Guidelines and Manuals
- PCDO Best Practices and Local Governance Directives
- Standard Cooperative Governance Literature and Frameworks

This Governance Enhancement Toolkit is intended for PCDO-assisted cooperatives to improve leadership, transparency, and organizational effectiveness.