



BOARD TRAINING SEMINAR

# ROLES, RISKS & REWARDS

*The 3Rs for  
Cooperative Boards*

**Roles, Risks and Rewards—The 3Rs for Cooperative Boards** is a six-hour, in-person, seminar that will build your cooperative knowledge and show you how to work together as a board. The 3Rs seminar assists board members in developing excellence in governance right at their own cooperative!

*Who should participate?*

Housing cooperative board members, management and anyone interested in cooperative governance.

Download the information sheet and complete the application available on the NAHC website. Contact the NAHC office with any questions via [info@nahc.coop](mailto:info@nahc.coop) or phone at 202.727.0797.





**National Association  
of Housing Cooperatives**

## **“ROLES, RISKS & REWARDS – THE 3Rs FOR COOPERATIVE BOARDS” TRAINING COURSE**

**"Roles, Risks & Rewards – The 3Rs for Cooperative Boards"** is a six-hour training course designed to educate board members and others on the effective management of a housing cooperative. The course focuses on your own governing documents, including your cooperative's bylaws, regulatory agreements, articles of incorporation, occupancy agreement, etc. This course is designed to educate WHY a cooperative governs, HOW the cooperative governs and WHAT the cooperative governs.

Our seminar is broken into three modules. In the first, you'll receive an overview of cooperative board governance and learn why boards govern. The second will explore governance resources and how boards govern. In the third, you'll cover governance responsibilities by looking at what boards do and discussing their duties. The seminar will also show you how to work with your members. You'll learn ways to develop and implement goals to enhance your community and increase its value. By the end of the day, you'll have the knowledge you need to become a successful, effective member of your cooperative's board.

### **The Six Hour Seminar Covers Many Topics**

- Explains different goals and purposes for cooperatives, and understand reasons that people enter into cooperatives and how boards must support them
- Follow your bylaws and other legal documents
- Execute board responsibilities ethically
- Operate under a common business philosophy
- Examine different reasons that members become board members
- Review reasons for the development of goals by members and how the board must work with members to achieve those goals
- Discuss threats to the cooperative and the board's role in mitigating them
- Examine your cooperative's six basic legal documents
- Discuss the elements of each cooperative document and how each regulates cooperative operations
- Review the four categories of board responsibilities
- Examine the basic activities and resources used for sound financial planning, analysis and management
- Review the National Association of Housing Cooperatives' "Director's Code of Ethics"
- Discuss unethical board member behavior
- Examine the impact to the board, community and the image of cooperative housing of unethical board member behavior
- Draft action plans to govern more effectively

## Your Cooperative Deserves the Best Board Possible

Just like you, your fellow members call your housing cooperative “Home.” And they’ve elected you to represent them on your Cooperative’s Board of Directors. But when it comes to making decisions on capital improvements, finances or management, do you have a clear understanding of board responsibilities? As a cooperative board member, you are a leader in your cooperative community. This seminar will assist you in understanding how you can partner your leadership skills with your other board member’s skills to develop a healthy cooperative community. That’s why the National Association of Housing Cooperatives has created a day-long workshop to train Directors how to successfully govern their housing cooperative.

**The cost of the course is \$1,500.00 per cooperative for up to ten (10) participants, which includes materials and speaker honorarium. (You may have additional participants for \$50.00 each.)** Please note: The instructor’s transportation, meals and lodging are paid directly by the cooperative to the instructor.

Housing cooperative board members, management and others interested in cooperative governance should attend the training course. More than one cooperative may joint venture if operated in the same market to sponsor a course.

**1. Decide who the contact person is in your cooperative for organizing the training course. Then contact the NAHC office at least 60 days in advance of your tentative dates by filling out and returning the application form.** This *one contact* person is responsible for all aspects of the program. This is important in keeping NAHC member communications free from confusion.

**2. Send payment in full no later than 45 days** in advance of the training course.

**3. Identify the training location.** Some groups use a meeting room at the housing cooperative, while others like to take participants offsite to a hotel setting.

**4. Schedule training dates.** Once the application and payment have been received, the assigned NAHC instructor will contact the cooperative’s point of contact to discuss availability, time, date and meeting location. It is very important that you correspond directly with the instructor during this process. Review with the instructor what teaching aids are required (AV, pencils, etc.). **The course cannot be videotaped.**

**5. Distribute course materials to the participants.** NAHC will ship the participant manuals to the primary contact listed on the application ten (10) days prior to the start date of the class. The primary contact is responsible for all onsite distribution of manuals to participants.

**All participants who receive a manual must sign a license agreement and have it returned to NAHC.**

### Questions?

Contact: NAHC

Tel: (202) 737-0797

E-mail: [info@nahc.coop](mailto:info@nahc.coop)





# National Association of Housing Cooperatives

## “Roles, Risks & Rewards - The 3Rs for Cooperative Boards” Training Course Application

Cooperative Name: \_\_\_\_\_

Cooperative Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cooperative web site: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Number of expected attendees: \_\_\_\_\_ Number of units: \_\_\_\_\_

Type of financing:  FHA-limited equity  Conventional financed market rate  
 FHA market rate  Other \_\_\_\_\_

Desired training date:  30-60 days  30-90 days  90-180 days  180-360 days  
Funds will be refunded less a \$100.00 administrative charge if training is not scheduled within one year.

We hereby apply for the “Roles, Risks and Rewards – The 3Rs for Cooperative Boards” Training Course. Enclosed is payment to NAHC for \$1,500.00, which includes materials and speaker honorarium for up to ten (10) participants. You may add additional participants for \$50.00 each. **PLEASE NOTE:** Instructor’s transportation, meals and lodging are paid directly by the cooperative to the instructor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### REGISTRATION PAYMENT INFORMATION

\$1,500.00 for up to ten (10) participants. *Additional participants are \$50.00 each.*

Add # \_\_\_\_\_ Additional participants at \$50.00 each = \$ \_\_\_\_\_

**TOTAL REGISTRATION PAYMENT: \$ \_\_\_\_\_**

Payments by Check made payable to “NAHC”

Check Number: \_\_\_\_\_

Pay by Credit Card      

Name on Card: \_\_\_\_\_

Card #: Card #:                      Expires:   /   CVC Code:

Card Billing Address: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

**Fax completed application to: (202) 216-9646**

1444 I Street NW, Suite 700 • Washington, DC 20005 • Phone 202-737-0797 • Fax 202-216-9646 • [www.nahc.coop](http://www.nahc.coop)