

GUIDANCE AND SUPPORT FOR SUPERVISORY BOARDS

AGRITERRA TRAINING PROGRAMME ●●●●●



INTRODUCTION

One of the most frequent concerns voiced by Agriterra's business advisors as well as by local trainers, from the different countries where these workshops have been delivered, is that Supervisory Board members are highly vulnerable. In some cases, this situation is made worse by considerable confusion or a legal void coming from the Supervisory Board by-laws. It is rare to find qualified members in

cooperatives performing Supervisory Board duties. On the contrary, it is quite usual to find Supervisory Board members who play an extremely passive role or who face great budget limitations that prevent them from doing their jobs. In turn, Supervisory Board members misunderstand their responsibilities and confuse them with those of the Board of Directors. This signifies a big obstacle that retains

the cooperative from having a healthy management and also a problem this training aims to tackle.

With this training Agriterra is once again showing its commitment to supporting the most vulnerable groups within its client organisations. This training programme addresses one of the key issues for good cooperative performance: internal controls.



PARTICIPANTS

It is extremely important that participants are active members of the Supervisory Boards of their organisations at the moment of the training. Preferably, participants should be at the beginning of their term, or half-way through at the most:

- Potential candidates
- Active Education Council members
- Business Advisors
- Local Trainers

This workshop may include participants who do not yet hold a position as Supervisory Board members in their cooperatives, but who intend to run for this position in future elections. These particular cases will be discussed with the business advisor for the country where the training will be delivered. The business advisor will analyse and approve their participation on a case-by-case basis.



OBJECTIVES

There are 3 main objectives for the 'Guidance and Support for Supervisory Boards' training:

- Clearly define the roles and responsibilities of Supervisory Board members so that they are well aware of their rights and duties within the organisation, can uphold and protect them.
- Encourage Supervisory Boards to develop, update and apply finance manuals in their organisations.
- Set up a work plan and prepare a rational budget that suits the particular needs of each organisation and each Supervisory Board.

The training is scheduled to last 3 full-time days. By the end of it, participants will go back to their organisations with their own internal financial manual and a strategic plan that will help them implement and apply everything they have learned. Also, Agriterra's business advisors may do a follow-up in order to monitor and support Supervisory Board activities in each country where this training is delivered.



One of the key issues for cooperative performance is internal controls.





REQUIREMENTS FOR PARTICIPATION

Attendance for each workshop will include up to 16 participants, representing 5 organisations at the most. Ideally, participants would have previously attended the 'Basic Financial Management' training, but it will not be a requirement.

In some organisations the Education Council plays a key role in providing support for the Supervisory Board. Therefore, a country's business advisor can decide whether an active member of the Education Council should be invited and whether participation in this workshop will provide them with a tool to protect the rights of Supervisory Board members and will assist them with particular tasks in their organisation.



WHAT'S IN IT FOR YOU?

This training not only will define the roles and responsibilities of Supervisory Board members but will also set up a work plan and prepare a rational budget that responds to the needs of each organisation and each Supervisory board.

This training provides insight on Supervisory board members' duties and responsibilities. After the completion of this programme, participants will have a customised internal financial manual and a work plan that will help them implement and apply everything they have learned.



COSTS

Available on request.



PROGRAMME

WHEN?	WHAT?
Day 1	Introduction, expectations, guidelines, and general programme vision Review of key terms for Supervisory Board jargon Why is it important to have a (good) Supervisory Board and what is required to work properly? Self-assessment by each organisation Easy tool for prioritising Actions for improvement
Day 2	Review of key concepts Actions for improvement are shared by each cooperative What a Supervisory Board DOES and what it DOES NOT What should we take into account when hiring an auditor? The Organisational Chart in my Cooperative Creating our own Board Charters
Day 3	Preparing the activity schedule Preparing customised budget Evaluation of the training by participants



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Agriterra is an agri-agency founded by the Dutch agricultural sector that professionalises farmer organisations and cooperatives worldwide in order to better serve the needs and interests of their member farmers.

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