

Human Resource Development Workshop GOVERNANCE FRAMEWORK FOR CREDIT UNIONS

September 21 to 23, 2009 Bangkok, Thailand

PROVISIONAL SCHEDULE

INTRODUCTION:

Credit union governance structure is very unique as compared with corporate enterprises. Credit union is a cooperative financial institution owned and controlled by its members and operates in a complex, dynamic, and highly competitive environment. Owners who are users also manage the affairs of credit unions. To strike a balance between the different dimensions of responsibilities have become a big challenge for credit unions.

The Association of Asian Confederation of Credit Unions (ACCU) recognizes the importance of good governance in credit unions. A credit union cannot claim fulfilling its mission if it does not practice good governance. Undoubtedly, good governance is a barometer in measuring and predicting credit union performance. Credit union scandals could be avoided if good governance is lived and actualized by directors, officers, managers and employees within and without the workplace.

As a community financial institution, the public and its members rely on the credit union board and employees for the safety and soundness of their savings. Public trust is earned and to earn that trust, a well defined policies and practices on good governance must be in place.

Currently, regulators are redefining and rewriting its rules and laws to enshrine the principles and values of good governance and mirror the world's best practices. Credit unions must also look at its current practices and start sweeping actions to adopt good governance systems.

ACCU developed the Governance Framework for Credit Unions that will serve as guides for individual credit unions and second level credit union organizations to assist its Board of Directors in the performance of its duties and the exercise of its responsibilities.

ACCU believes that good governance is a source of competitive advantage for credit unions. Good governance will serve to drive superior performance and maximize the effectiveness of the Board and the credit union's executive management team by efficiently bringing to bear the skills, experience and judgment of the Board.

These frameworks are compilation of what has been promoted by ACCU in its training programs and Credit Union Solutions 1-14. ACCU views these frameworks as guidelines — not rigid restraints—and believes they are evolutionary in nature. The Guidelines are neither intended to be, nor are they, rigid rules that govern the Board's activities. The Guidelines are subject to review and modification from time to time by the credit union Boards.

This workshop is aimed at presenting the Good Governance Framework for Credit Unions to ACCU member organizations with the aim of promoting and adopting it to the Asian credit union system.

The outcome of the workshop would allow the national federation and ACCU to improve its policies on the governance of credit Union.

OBJECTIVES:

At the end of the Workshop, the participants:

- Appreciate the good governance practices for credit unions
- Identify challenges on governance in their respective credit union on the movement as a whole
- Provide inputs on governance relating to the diversity of Asian credit union environments
- Prepare recommendation on the implementation of the Good Governance policy for credit unions
- Prepare in-country action plan on the implementation of the Governance Framework in Credit Unions.

WORKSHOP TOPICS:**Section 1 – General Assembly**

1. General Assembly
2. Special General Assembly
3. Quorum of the General and Special Assembly
4. Agenda of the General Assembly
5. Special Resolution of the General Assembly
6. Functions, Duties and Powers of the General Assembly
7. Minutes

Section 2 – Board Structure and Responsibility

8. Board Structure
9. General Responsibilities of the Board as a Body
10. Authority and Accountability
11. Major Duties of the Board
12. Due Diligence – Responsibilities of Individual Board Members

13. Directors Liabilities and Disqualifications
14. Oath of Office and Confidentiality Agreement
15. Code of Conduct
16. Conflict of Interest
17. Disposition of Complaints and Disputes Involving Directors
18. Responsibilities of the Officers of the Board
19. Committees
20. Board and Staff Responsibilities

Section 3 – Board Recruitment and Orientation

21. Nomination and Selection of Directors
22. Guidelines for Recruiting New Board Members
23. Board Nomination Matrix
24. Service on Other Boards
25. Service on Boards of Competing or Interlocking Organizations
26. Directors and Committee Orientation Program
27. Continuing Education

Section 4 – Board Operations

28. Board Management
29. Board Decision Making
30. Board Responsibilities

Section 5 – Evaluation of Board Performance

31. Board Performance Evaluation

Section 6 – Board and Staff Relations

32. Delegation to the Chief Executive Officer

33. Board and Staff Relations

Section 7 – Board Training

34. Board Training Sessions

PARTICIPANTS:

The workshop will be attended by the credit unions leaders and office in-charge of HRD or technical persons of ACCU member organizations. The participants will have an opportunity discuss and share the experience and provide comments on the good governance framework for credit unions.

METHODOLOGY:

The workshop serves as a platform for ACCU members to share and exchange ideas and experiences. Thus, experienced resource person will facilitate the workshop in participatory manner.

DATE AND VENUE:

The workshop will be organized on September 21-23, 2009 at Emerald Hotel, Bangkok Thailand.

DAILY SCHEDULE

September 20, Sunday	
09:00 – 15:00	Arrival
15:00- 20:00	Registration
September 21, Monday	
09:00 – 10:30	Joint Opening Program: Welcome and Introductions
10:30 – 11:00	Coffee Break
11:00 – 12:30	Introductions of Good Governance
12:30 – 14:00	Lunch
14:00 – 15:00	Section 1: General Assembly/Meeting
15:00 – 15:30	Coffee Break
15:30 – 17:00	Section 2: Board Structure and Responsibilities
September 22, Tuesday	
09:00 – 10:00	Section 3: Board Recruitment and Orientation
10:00 – 10:30	Coffee Break
10:30 – 12:30	Section 4: Board Operations
12:30 – 14:00	Lunch
14:00 – 15:00	Section 5: Evaluation of Board Performance
15:00 – 15:30	Coffee Break
15:30 – 17:00	Section 6: Board and Staff Relations
September 23, Wednesday	
09:00 – 10:00	Section 7: Board Training
10:00 – 10:30	Coffee Break
10:30 – 12:00	Recommendations
12:00 – 14:00	Lunch Break
14:00 – 15:00	Action Planning and Evaluations
15:00 – 15:30	Coffee Break
15:30 – 16:30	Joint Session: Report of the Women, Youth and HRD Workshop
16:30 – 17:00	Closing Program of the Pre-Forum Workshops