

**Session will include:**

- ▶ History of Cooperatives
- ▶ The Election Is Over, Congratulations, You Got Elected! What's Next?
- ▶ What Makes a Good Board of Directors
- ▶ Business Judgement
- ▶ An Overview of Cooperative Documents
- ▶ The Cooperative Structure (Responsibilities within)
  - Members Responsibility
  - Board Responsibility
  - Committee Responsibility
- ▶ Understanding the Board's Role and Responsibility
- ▶ Role of Officers
- ▶ Board of Directors/Ethics in Cooperative Operations
- ▶ Directors & Officers: Conflicts of Interest & Directors & Officers Insurance
- ▶ Financial, Legal and Ethical Responsibilities
  - Financial Responsibilities
  - Legal Responsibilities
  - Ethical Responsibilities
- ▶ Questions & Answers

For more information, visit PAHC website  
<http://potomacassoc.org>

# PAHC

## **Our Mission**

***THE PURPOSE OF THE POTOMAC  
ASSOCIATION OF HOUSING  
COOPERATIVES, INC. IS TO PROVIDE  
CONTINUING EDUCATION FOR ITS  
MEMBERSHIP***

CELEBRATING THE  
INTERNATIONAL YEAR OF THE  
COOPERATIVES



## **PAHC 2012-2013 BOARD OF DIRECTORS**

**Annie Hill, President**  
**Myrine Buford, Vice President**  
**Melinda Rickey, Secretary**  
**William Brawner, Treasurer**  
**Maxine Lyons, Asst. Secretary**  
**Ruthie Wilder, Asst. Treasurer**  
**Jackie Brown, Member at large**  
**Debra Campbell, Member at large**  
**Willie Sims, Member at large**

## **PAHC FALL TRAINING**

**Saturday, November 10, 2012**  
**8:00 a.m. – 2:00 p.m.**

## **NEW BOARD MEMBER**

**K**NOW

**Y**OUR

**R**OLE



Host Co-op  
**St. James Mutual Homes**  
215 O Street, SW  
Washington, DC 20024

(Directions and hotel information enclosed)



## Conference Registration

Name of Cooperative or Organization: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Attendee(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Registration Fees:

- FREE TO PAHC Members
- Non-Members \$25.00

***To ensure adequate food is prepared, registration is mandatory!***

For additional information, please contact **Melinda Rickey** at 410-276-1008/410-852-2085 or **Annie Hill** at 202-462-5290/202-744-4356  
Facsimile: 410-276-5969 or **William Brawner** at 202-498-0933

***Registration deadline  
November 1, 2012***



## Saturday, November 10, 2012

### Agenda

8:00 – 9:00 a.m.

**\*Registration – Breakfast**

9:00 a.m. – 12:00 p.m.

**\*Workshop Commencement**

12:15 p.m. - 1:15 p.m.

**\*LUNCH**

1:30 p.m.

**Wrap-up/Workshop Conclusion**



*Board Meeting Immediately following Training*

***Join PAHC as a panel of  
cooperators lead the discussion on***

## **New Board Member's Training Workshop**

This workshop will address the director's role and responsibility on serving in capacity as a board member and the fiduciary duties of board members and their responsibilities to members and the cooperative.

## **WHO RUNS THE CO-OP?**

### **1. Members**

1. Make decisions about bylaws, park rules and other big issues
2. Elect a board of directors to handle day-to-day co-op business



### **2. Board of Directors**

1. Accountable to members
2. Elected from the membership, by members
3. Responsible for operation of the co-op
4. Oversees work of committees



### **3. Committees**

1. Accountable to board of directors
2. Comprised of board members and residents
3. Responsible for researching, recommending, and organizing

## Direction and Hotel Information

### From NW DC

- Take the exit toward **So. Capitol St/Nationals Park**
- Merge onto **S Capitol St SW**
- Slight left to stay on **S Capitol St SW**
- Take the 2nd right onto **O St SW**
- Destination will be on the right

### FROM NE DC

- Head **west** on **US-50 W/New York Ave NE**
- Turn left onto **I-395 S**
- Take exit **7** on the left toward **I-295/Anacostia**
- Keep right at the fork, follow signs for **So. Capitol St/Nationals Park** and merge onto **S Capitol St SW**
- Slight left to stay on **S Capitol St SW**
- Take the 2nd right onto **O St SW**
- Destination will be on the right

### FROM SE DC

- Turn left onto the ramp to **S Capitol St SE/Frederick Douglass Bridge**
- Turn right onto **S Capitol St SE/Frederick Douglass Bridge**
- Continue to follow **S Capitol St SE**
- Slight right onto the ramp to **M St SW**
- Turn left onto **M St SW**
- Turn left onto **First St SW**
- Take the 2nd right onto **O St SW**
- Destination will be on the right

### From Maryland

- **MD-295 S**
- Continue onto **MD-201**
- Entering District of Columbia
- Take exit **3B** for **Howard Rd** toward **Nationals Park/Downtown**
- Turn right onto **Howard Rd SE**
- Take the ramp to **National Park**
- Slight right onto **S Capitol St SE**
- Slight right onto the ramp to **M St SW**
- Turn left onto **M St SW**
- Turn left onto **First St SW**
- Take the 2nd right onto **O St SW**
- Destination will be on the right

### From Virginia

- **I-395 N**
- Take the exit on the left onto **I-395 N**
- Entering District of Columbia
- Take the **Interstate 395 N** exit toward **Capitol Hill/Verizon Centre/Nationals Park**
- Merge onto **I-395 N**
- Continue onto **I-695 E**
- Take the exit toward **So. Capitol St/Nationals Park**
- Merge onto **S Capitol St SW**
- Slight left to stay on **S Capitol St SW**
- Take the 2nd right onto **O St SW**
- Destination will be on the right

## **Hotels near St. James Mutual Homes in SW Washington DC near**

1. [Washington-Capitol - Holiday Inn](#)  
550 C Street Southwest, Washington, DC  
(202) 479-4000
2. [The Capitol Skyline Hotel](#)  
10 I Street Southwest, Washington, DC  
(202) 488-7500
3. [Mandarin Oriental Washington DC](#)  
1330 Maryland Avenue Southwest, Washington  
(202) 554-8588
4. [Residence Inn Marriott Federal Center SW DC Metro Station](#)  
333 E Street, Southwest, Washington  
(202) 202-484-8280
5. [Courtyard Marriott Capitol Riverfront/Navy SW DC](#)  
140 L Street, Southwest, Washington  
(202) 479-0027

**NOTE: Please call St. James for parking arrangements. 202-484-3149**