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

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

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

PAHC FALL TRAINING
Saturday, November 10, 2012
8:00 a.m. – 2:00 p.m.
NEW BOARD MEMBER
KNOW YOUR ROLE

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

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

Board Meeting Immediately following Training
**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
- Take exit 7 on the left toward I-295/S Lanier St
- 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