

DUTIES AND RESPONSIBILITIES OF OFFICERS

Primer on Republic Act. 9520



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OFFICERS OF THE COOPERATIVE

The Officers of the cooperative shall include the Members of the Board of Directors, Members of the Different Committees created by the General Assembly, General Manager or Chief Executive Officer, Secretary, Treasurer and Members holding other positions as maybe provided for in their By-laws. As such they are entrusted with the power of exercising authority within the scope of their defined functions which is permanent in nature and include the exercise of control and discretion in the performance of their duty.



COMMITTEES OF THE COOPERATIVE

The By-laws shall provide for the creation of the following committees:

1. **Audit Committee;**
2. **Election Committee;**
3. **Mediation and Conciliation Committee;**
4. **Ethics Committee; and**
5. **Other Committees** as may be necessary for the conduct of the affairs of the cooperative.

The members of Audit Election Committees shall be elected by the General Assembly while the Board of Directors shall appoint the rest.



BOARD OF DIRECTORS

The Board of Directors shall have the following functions and responsibilities:

- a. Provide general policy direction;
- b. Formulate the strategic development plan;
- c. Determine and prescribe the organizational and operational structure;
- d. Review the Annual Plan and Budget and recommend for the approval of the General/Representative Assembly;
- e. Establish policies and procedures for the effective operation and ensure proper implementation of such;
- f. Evaluate the capability and qualification and recommended to the General/Representative Assembly the engagement of the services of an External Auditor;

BOARD OF DIRECTORS

g. Appoint the members of the Mediation/Conciliation and Ethics Committees and other Officers as specified in the Code and cooperative By-laws;

h. Decide election related cases involving the Election Committee or its members;

i. Act on the recommendation of the Ethics Committee on cases involving violations of Code of Governance and Ethical Standards; and

j. Perform such other functions as may be prescribed in the By-laws or authorized by the General/Representative Assembly.



THE CHAIRPERSON

- a. Set the agenda for board meetings in coordination with the other members of the Board of Directors;
- b. Preside over all meetings of the Board of Directors and of the General/Representative assembly;
- c. Sign contracts, agreements, certificates and other documents on behalf of the cooperative as authorized by the Board of Directors or by the General/Representative Assembly;
- d. Issue Certificate of Non-Affiliation with any Federation or Union; and
- e. Perform such other functions as may be authorized by the Board of Directors or by the General/Representative Assembly.



THE VICE CHAIRPERSON

a. Perform all duties and functions of the Chairperson in the absence of the latter;

b. To act as ex-officio Chairperson of the Education and Training Committee; and

c. Perform such other duties as may be delegated to him/her by the Board of Directors.



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TREASURER

- a. Ensure that all cash collections are deposited in accordance with the policies set by the Board of Directors;
- b. Have custody of all funds, securities, and documentation's relating to all assets, liabilities, income and expenditures;
- c. Monitor and review the financial management operations of the cooperative, subject to such limitations and control as may be prescribed by the Board of Directors;
- d. Maintain full and complete records of cash transactions;
- e. Maintain a Petty Cash Fund and Daily Cash Position Report; and Perform such other functions as may be prescribed in the By-laws or authorized by the General/Representative Assembly.



SECRETARY

a. Keep an updated and complete registry of all members;

b. Record, prepare and maintain records of all minutes of meetings of the Board of Directors and the General/Representative Assembly;

c. Ensure that necessary Board of Directors actions and decisions are transmitted to the management for compliance and implementation;

d. Issue and certify the list of members who are in good standing entitled to vote as determined by the Board of Directors;

e. Prepare and issue Share Certificates;

f. Serve notice of all meetings called and certify the presence of quorum of all meetings of the Board of Directors and the General/Representative Assembly;

g. Keep copy Treasure's reports and other reports;

h. Keep and maintain the Share and Transfer Book;

i. Serve as custodian of the cooperative seal; and Perform such other functions as may be prescribed in the By-laws or authorized by the General/ Representative Assembly.

ELECTION COMMITTEE

- a. Formulate election rules and guidelines and recommended to the General/Representative Assembly for approval;
- b. Implement election rules and guidelines duly approved by the General/Representative Assembly;
- c. Recommended necessary amendments to the election rules and guidelines, in consultation with the Board of Directors, for the General/Representatives Assembly's approval;
- d. Supervise the conduct, manner and procedure of election and other election related activities and act on the changes thereto;
- e. Canvass and certify the results of the election;
- f. Proclaim the winning candidates;
- g. Decide election and other election related cases except those involving the Election Committee or its members; and
- h. Perform such other functions as prescribed in the By-laws or authorized by the General/Representative Assembly.

AUDIT COMMITTEE

- a. Monitor the adequacy and effectiveness of the cooperative's management and control system;
- b. Audit the performance of the cooperative and its various responsibility centers;
- c. Review continuously and periodically the books of account and other financial records to ensure that these are in accordance with the cooperative principles and generally accepted accounting procedures;
- d. Submit reports on the result of the internal audit and recommend necessary changes on policies and other related matters on operation to the Board of Directors and General/Representative Assembly;
- e. Perform such other functions as may be prescribed in the By-laws or authorized by the General/Representative Assembly.

MEDIATION AND CONCILIATION COMMITTEE

- a. Formulate and develop the Conciliation-Mediation Program and ensure that it is properly implemented;
- b. Monitor Conciliation-Mediation program and processes;
- c. Submit semi-annual reports of cooperative cases to the Authority within fifteen (15) days after the end of every semester;
- d. Accept and file Evaluation Reports;
- e. Submit recommendations for improvement to the Board of Directors;
- f. Recommend to the Board of Directors any member of the cooperative for Conciliation-Mediation Trainings as Cooperative Conciliator-Mediator;
- g. Issue the Certificate of Non-Settlement (CNS);
- h. Perform such other functions as may be prescribed in the By-laws or authorized by the General/Representative Assembly.

OTHER COMMITTEES

Other Committees that may be created shall assist in the formulation of policies and rules and in the implementation of the service of the cooperative. Their powers, functions, and responsibilities shall be defined in the By-laws.



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GENERAL MANAGER

The General Manager shall:

- a. Oversee the overall day to day business operations of the cooperative by providing general direction, supervision, management and administrative control over all the operating departments subject to such limitations as may be set forth by the Board of Directors or the General/Representative Assembly;
- b. Formulate and recommend in coordination with the operating departments under his/her supervision, the Cooperative's Annual and Medium Term Development Plan, programs and projects, for approval of the Board of Directors and ratification of the General/Representative Assembly;
- c. Implement the duly approved plans and programs of the Cooperative and any other directive or instruction of the Board of Directors.
- d. Provide and submit to the Board of Directors monthly reports on the status of the Cooperative's operation vis-à-vis its targets and recommend appropriate policy or operational changes, if necessary;

GENERAL MANAGER

- e. Represent the Cooperative in any agreement, contract, business dealing, and in any other official business transaction as may be authorized by the Board of Directors;
- f. Ensure compliance with all administrative and other requirements of regulatory bodies; and
- g. Perform such other functions as may be prescribed in the By-laws or authorized by the General/Representative Assembly.





**WANT TO LEARN MORE ABOUT
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