



COOPERATIVE MANAGEMENT TOOLKIT

Governance, financial management and operations tools for cooperatives.

Cooperatives thrive when governance is fair, finances are transparent, and every member knows what's expected of them. Use this toolkit to keep yours running well.

1 GOVERNANCE CHECKLIST

- ☐ Committee elected fairly, with roles clearly defined
- ☐ Constitution or rules document exists and is followed
- ☐ Regular general meetings held with members
- ☐ Decisions recorded in minutes every time
- ☐ Member disputes handled fairly and consistently



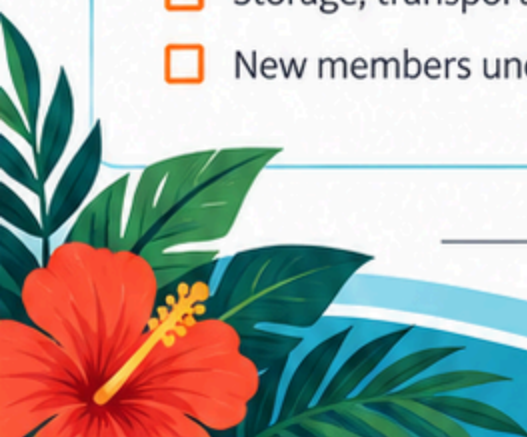
2 FINANCIAL MANAGEMENT CHECKLIST

- ☐ Separate bank account for cooperative funds
- ☐ Two signatories required for any withdrawal
- ☐ Income and expenses recorded for every transaction
- ☐ Financial report shared with members regularly
- ☐ Annual accounts reviewed by members or an auditor



3 OPERATIONS CHECKLIST

- ☐ Member roles and contributions are clear to everyone
- ☐ Produce or product quality standards are agreed and followed
- ☐ Pricing and payment to members is fair and transparent
- ☐ Storage, transport and sales arrangements are reliable
- ☐ New members understand expectations before joining





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4 | MEMBER CONTRIBUTION TRACKER

Member Name	Contribution (Produce / Hours / VUV)	Date	Recorded By

