



# Centre for Management of UCBs

*Management Development Programme*

Conducting Board Meetings, Annual General Meeting,  
Writing of Proceedings and Strategies for good  
governance

22<sup>nd</sup> - 23<sup>rd</sup> March, 2025

at Kasauli, Himachal Pradesh



**Centre for Management of UCBs  
Noida (Uttar Pradesh) India.**

Contact No: 9870265838, Email: [cmucbs@gmail.com](mailto:cmucbs@gmail.com), Website: [www.cmucbs.com](http://www.cmucbs.com)

## Objective of the

Urban Co-Operative Banks are managed by elected board of Director. Being democratic organization decisions are taken in the board meeting which are to be implemented by the executives of the organization. In the democratic organization the board is accountable to its members. Various committees and sub committees are formed for the management of the bank. Issues like financial, business and administrative are discussed in the meeting and the decisions are taken for the betterment of social and economic benefits of its members. These meetings are to be conducted in the frame work of byelaws of society in conformity of the respective cooperative societies act. Likewise, various reports are to be prepared, which may be placed before the board members and members of the society. Drafting of proceeding and reports has its own legal and administrative importance and utmost care to be taken while drafting the proceedings and reports. Same way governance in the bank is utmost important aspect for better performance and risk mitigation in the banks.

In this backdrop – Training Programme on “Conducting Board Meetings, Annual General Meeting, Writing of Proceedings and strategies for good governance” from **22<sup>nd</sup> – 23<sup>rd</sup> March, 2025**- is planned to be conducted at **Kasauli, Himachal Pradesh**.

## About Program

Board of Directors oversees the functioning of a UCB. The Board is primarily responsible for formulation of policies, and also exercise overall supervision and control over the functioning of the bank. The Board functions as per the overall mandate of the General Body which meets at least on an annual basis. The Board meetings are conducted to discuss and evaluate the performance of the bank. The Board, subject to the provisions of the applicable co-operative societies acts and rules, should meet at least once every month. Likewise, the bank has to hold an Annual General Meeting (AGM) every year within a period prescribed under the respective State/ Multi-State Cooperative Societies Act, 2002 and the relevant rules framed under the acts.

Preparing the agenda and recording The proceeding/minutes of the meetings of General Body, Board of Directors and the various sub-committees is important from legal perspective and management of the bank.

This training programme is being conducted to develop the skills of participants for effectively conducting the meetings of General Body, Board of Directors and recording the proceeding/minutes of the meetings and to discuss various strategies for implementing governance in the banks.

## Objective of the

1. To understand the importance of Board Meeting in UCBs.
2. To learn preparation of Agenda, Agenda Notes.
3. To record the proceedings of the meetings.
4. To develop understanding about Annual General Meeting.
5. To discuss strategies for good governance in the UCBs
6. To discuss good practices adopted by the UCBs.

## Programme Content

1. Preparation for convening the board meeting- Notice, preparation of Agenda, Agenda Notes etc.
2. Writing of proceedings of various meeting and its legal importance.
3. Annual General Meeting –its importance and various records to be prepared for AGM.
4. Special General Meeting- Objective and circumstances for conduction SGM.
5. Conducting Board of Directors Meeting- Contents for effectively discharge the role and responsibilities as Directors.
6. Various strategies for good governance in the banks.

## Target Audience

The Programme is designed for The Chairman, Board members, Managing Director/Chief Executive Officer and senior officers of Urban Co-Operative Banks/ District Central Cooperative Banks.

## Programme Fee

The Programme fee is Rs. 18000/- (Rs Eighteen Thousand only) Plus G.S.T. per participant. Fees may be sent by NEFT. It includes cost of lodging, boarding, study material, training kit etc. To and fro charges have to be borne by the participants.

The participants will be provided boarding and lodging at double occupancy in rooms from 21st March, 2025 evening to 23rd March 2025 Morning.

Venue detail and detailed programme shall be shared in separate communication to the participants.

## Mode of Payment

Please send the nominations in the enclosed proforma to **Mrs. Kiran, Programme Director, Centre for Management of UCBs, Noida**, or mail to [cmucbs@gmail.com](mailto:cmucbs@gmail.com) preferably before 15th March, 2025 so as to make timely necessary arrangements.

### Details of Bank for payment:-

**Account Name: - Centre for Management of UCBs**

**A/c No.: - 50200097619350, IFSC - HDFC0000433.**

**G.S.T. No: - 09ATEPB0720D2ZF**

For any queries, please feel free to contact the undersigned.

**Mrs. Kiran,**

**Mobile: +91-9870265838,**

**E-mail: [cmucbs@gmail.com](mailto:cmucbs@gmail.com)**



DELIVERING EXPERT ADVISE

# Centre for Management of UCBs

## Nomination Form

**Conducting Board Meetings, Annual General Meeting, Writing of Proceedings  
and strategies for good governance**

**(22<sup>nd</sup> – 23<sup>rd</sup> March, 2025)**

Name of the Officer					
Designation					
Name of the Sponsoring Organisation					
Mailing address					
City		Pin Code		State	
Phone		E-Mail			
<b><i>Nominated Persons personal Information</i></b>					
Mobile No.		E-Mail id			

SIGNATURE AND SEAL OF  
THE SPONSORING AUTHORITY

