

# 10 tips, reminders, and recommendations about being a co-op board member

- Use PCPO as a resource!
- Read your school's bylaws (and come up with a top ten list to share with your membership); know your school's policies, philosophy and mission statement
- Keep board discussions confidential
- Respect meeting etiquette (stick to the agenda, take turns talking, no "surprise" topics, support board decisions regardless of how you vote)
- Find your job notebook (or create one!), and update it throughout the year for the next person
- Set a positive tone, it will affect the general attitude at your co-op
- Know who to talk to with concerns  
(talk directly to the person you have a concern or problem with; if the concern isn't resolved, who do you go to? What is your school's policy for conflict resolution or grievances?)
- Read and understand your school's monthly financial reports and the budget; support financial safeguards
- Know who makes decisions at your co-op. Which decisions are made by the board? By the membership? By the teacher?
- Listen! Communicate!

Remember that board members act not as individuals, but as **representatives** of all of the co-op members. Board members can't let their own prejudices, likes and dislikes affect their decisions. Weigh each decision based on what is good for the whole group, and for the long term view of the co-op, not just for your own situation.

Tough decisions are often easier to make when the board focuses on the school's mission and philosophy statements, and what is best for the children.