**Procrss of Nomination on Prospective Board Members**

|  |
| --- |
| The Board Member finlaization program of PG represtetative is of two days exercise having 13 sessions aimed to respond the FPC related quires of pool of potential PG members and finilazation of team initial promoters including five Board of directors.  |

**Participants:** PG representative **No of Participants**: 50-60

**Organizer:** CBBO/ promoting Agency **Type**: Residential

**Duration:** 2 days

**At the end of the 2 day residential program-**

1. Participants would have gain sufficient understanding of the FPC
2. The have understood basic function of the FPC such as BOD, PG and Shareholders
3. They have identified initial ten promoters it will include five Board of directors of the compony.

**Requirements**

|  |  |
| --- | --- |
| **Preparedness before Orientation**  | *Finalization of participating members and informing them timely regarding the orientation* |
| *Finalization of dates, venue and arrangement for logistics by the organizer* |
| *Plan for the arrangement of orientation materials and facilitators* |
| **During Orientation:****Logistics and materials required**  | *Orientation hall/place with capacity to accommodate up to 50-60 persons.* |
| *As this would be a residential orientation, proper accommodation fora comfortable night stay should be arranged by the organizer* |
| *Food arrangement for participants and resource persons at the orientation venue. Sitting arrangement (mat)/chair , water, light arrangement, etc. is to be ensured* |
| *Stationery items viz.Notebook (0 pc), pen (60 pc), chart paper (20 pc), bold marker (6 pc in four different colours), white board and white board marker-, projecto/ TV set -2, sound system with 2-3 wireless mikes, laptop-1, flashcard, tape, scissor, orientation attendance register, etc.**FPC flayers, NABARD FPC orientation movie* |
| **Post-orientation** | To fix the 1st informal Board meeting with 5 directors and 5 promters with all required KYC documents  |

|  |
| --- |
| **Methodologies:** Subgroup Activity (SGA), Open Discussion, Lecture Session, **Tools:** Games, PPT, Flip charts, Videos, Movies, etc.**Duration: 2** day**Materials Required:** As mentioned above **Number of Facilitators:** 4**Number of Participants: 50** to 60 |

|  |
| --- |
| Following areas are to be taken into account by the organizers during the sessions: * *In each course before starting the new content, the facilitator would begin with asking whether there is still any doubt on the previous sessions*
* *The facilitators should have eye contact with all the participants and observe responses before moving to the new topic.*
* *The facilitators should encourage the participants to speak in their local language as per their convenience.*
* *SGA discussion should be well facilitated and be given adequate time. Flexibility on time management should be considered as per the participants' interests.*
* *While on-field demonstration, each of the participants should be engaged with the real experience on all those activities to be demonstrated in the field.*
* *Food and other logistics arrangements should be well maintained throughout the orientation.*
* *An arrangement of first aid kit with common medicines is desirable.*
 |

**The summary of sessions are as follows-**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Time**  | **Session**  | **Duration**  | **Objective** | **Contents** | **Methodology ( Individula / Sub Group / Presentation: lecture /planery discussion )** |
|  | **DAY 1**  |
| 1. | 11:00 -11:45 | Introduction of participants | 45 minutes | De-freezingDevelop familiarity among participants | Share name and your experience in the field regarding agriculture as an occupation | Individual sharing in the plenary |
| 2. | 11:45- 12:15 | Sample sharing  | 45 minutes | Understand the journey of members from attending the initial FPC related event at their village level meetings | Participants would be encouraged to share what kind of orientation they have received during the last few days. | Individual sharing. The facilitator would intimidate the participants by helping them memorizing the last FPC related events. They give a hint by providing the name of facilitators, recall the venue or telling them about any flyer distributed in those orientation  |
| 3. | 12:15- 12:30 | Objective Sharing and distribution of stationary  | 15minutes | To brief about the upcoming plan up to the next day. Unpacking of agenda of the program in a nutshell. Briefing about logistics Setting the meeting norms.  | To motivate the participants for verbal participation. Loading and boarding arrangements would be explained. Arrangments of caregivers can be covered. To discuss the essential participant's etiquettes  | The facilitator will facilitate in plenary. Rules and norm should be made through a participative discussion in plenary. |
|  | **Tea Break (20 min)- 12:30 – 12:50** |
| 4. | 12:50 - 1:00 | Individual exercise  | 10 minutes | To bring the queries and confusion on surface  | Every participant would some question or other to ask/understand about the FPC. They have to write it in their notebook  | Please tell them start each question as separate points. And every question must carry one of the following interrogative words; What, why, when, how, where, which etc. The question sentence won't be accepted without the above word |
| 5. | 1:00 – 1:45  | Sub Group Exercise  | 45 Minutes  | To consolidate the questions in subgroups  | 8-9 SG would be formedThe group that comes with the most number of question would be a reward at the end of the day.Each group has to identify the presenter from the group. | Subgroups should be motivated to frame as much question as the group can frame.The facilitator has to arrange a gift for the winner group. |
| 6. | 1-45-2:30 | Sub Group Presentation  | 45 hrs | Plenary would own all the querying so that the joint exploration of the queries can be set off | Compile all the question in one place ( Chart paper) | One group present at a time. Another group would keenly evaluate each statement whether it contains the interrogative word or not.Make the tally of the question of each group |
|  | **Lunch Break (45 min)- 2:30 – 3:15** |  |
| 7. | 3:15 – 3:45 | Physical game | 30 Minutes  | To reduce the post-lunch effect.  | Any physical game  | Small fish/Big fish may be arranged. |
| 8. | 3:45 - 4:45  | Audio-Visual e learning content | 1hrs  | To make the joint understanding of the queries sought  |  | Two shows should go on simultaneously to ensure the max attention. The video should be paused as and when required for* To clarify the hard words
* To Discuss more if any queries would be answered and that is undoubtedly happen
* **Item\_2: Video :link**

<https://www.nabard.org/FPO/story_html5.html>  |
|  | **Tea Break (15 min) – 5.45 – 5:00** |  |  |
| 9. | 5:00 – 6:00  | Audio-Visual e-learning content | 1hrs | To make the joint understanding of the queries sought |  | The video should be paused as and when required for* To clarify the hard words

To Discuss more if any queries would be answered and that is undoubtedly happen**Item\_2: Video :link** <https://www.nabard.org/FPO/story_html5.html> |
|  |  |  |  |  |  |  |
| **End of Day 1** |
|  | **DAY 2-**  |
| 10 | 10:00 – 10:30  | Sharing of Overnight Thoughts  | 30 min | To understand the status of the group. |  |  |
| 11 | 10:30 – 11:30  | Concept Session  | 60 Min | To understand the Function and functionaries of FPC; BOD, AGM and Shareholder  | Role and responsibility of Board, Eligibility of Board members, Board meetings and members' orientation, period of BoardAGM role and Role of CEO in Brief  | PPT presentation(Content can be referred from Module 3, FPO Governance and management process. ) |
|  | **Tea Break (15 min) – 11.30 – 11:45** |
| 12 | 11:45 – 12:15  | Volunteering for Board member  | 30 min | To review the previous day's queries in the same subgroup To Take the list of the volunteer who wants to offer her duty as initial board members  | After developing the clarity, a member in the subgroup would offer their name to serve as an initial Board member Expectation 15-20 such volunteer would come | Subgroup activity  |
| 13 | 12:15 – 12:30  | finalization of Board member  | 15 min | The volunteer would get time to prepare and present their potential in plenary  | The volunteers will get time to prepare for the following question Why do they think they should be Board members? How would they contribute to this  | Individual exercise  |
| 12:30 – 1:30  | 1 hrs | To finalize the 10 Board member | Each volunteer will present herself to an entire group The only volunteers would appraise in the rank of Most Satisfactory, Satisfactory and Un-satisfactory.The presenter will appraise herself too.  | Individal presentation  |
| 1:30 – 2:30  | 1 hrs  | To announce the name of Board members  | Computation of appraisal score and announce the name of final board members  | Plenary sharing  |
| **Lunch and end of the meeting** |