

# BOARD OPERATIONS AND PROCESS



NRECA Credentialed Cooperative Director #2620 | **Nov. 8, 2025**

The Cooperative Center | NDAREC headquarters | 3201 Nygren Drive NW | Mandan, N.D

## THE CREDENTIALLED COOPERATIVE DIRECTOR (CCD) CERTIFICATE REQUIREMENTS

Directors working toward the CCD certificate must take all five required courses and successfully complete a learning assessment for each course.

2600	Director Duties and Liabilities
2610	Understanding the Electric Business
2620	Board Operations and Process
2630	Strategic Planning
2640	Financial Decision Making

## COURSE OVERVIEW FOR BOARD OPERATIONS AND PROCESS, CCD #2620

The board of directors is responsible for managing the affairs of the corporation. In fulfilling its duties, the board typically can only take official action via majority vote in a duly convened meeting. This course focuses on the legal requirements for holding board meetings and on the human factors and group processes that make such meetings productive and effective.

### KEY TOPICS

- Identifying the individuals and groups with whom the board must maintain effective working relationships
- Understanding, working with, and responding to members
- How public officials and opinion leaders impact the cooperative and the board's role in building and maintaining effective relationships
- Lessons and guidelines regarding key internal relationships with the board chair, with the attorney, and within the cooperative.

## MEET THE INSTRUCTOR

**Pat Mangan** serves as NRECA's Senior Director of Governance Education. He's responsible for strategic planning and development of curricula and educational programs to meet the needs of electric cooperative directors. Pat's responsibilities also include the planning and development of NRECA's annual directors conference and serving as an instructor of governance courses.



Prior to joining NRECA, Pat was an instructional designer for SkyTel Corp and the American Red Cross. He is a member of the American Society of Association Executives, holding the Certified Association Executive (CAE) certification since 2005. He holds a bachelor's degree in Journalism from St. John Fisher College in Rochester, New York, and a master's degree in educational media and instructional design from the University of North Carolina at Chapel Hill.

## SCHEDULE FOR SATURDAY, NOV. 8

*All times listed are Central Time.*

8:30 - 9 a.m.	Continental breakfast
9 a.m. to 12 p.m.	Seminar in session
12 - 12:30 p.m.	Lunch
12:30 - 3:45 p.m.	Seminar in session

## REGISTRATION INFORMATION

To register for this board-governance program, please go to <https://www.ndarec.com/ndarec-education-programs>. The registration deadline is October 20.

For NDAREC members with a 2025 prepaid education plan, there is no registration fee/person. For members who do not have a prepaid education plan, the registration fee is \$595/person. No advance payment is necessary; NDAREC will send an invoice for the registration fee (if applicable) following the course.

## CANCELLATIONS

If you need to cancel your registration, please notify Pamela Clark-Stein at [pstein@ndarec.com](mailto:pstein@ndarec.com) 14 days in advance of the program. If notice is provided 14 days or more in advance, there is no cancellation fee. If notice is provided less than 14 days in advance, a cancellation fee of \$70/day will be charged. Please note: Substitutions are permitted at no extra charge if NDAREC is notified of the substitution prior to the program date.

## NRECA'S CANCELLATION POLICY

NRECA charges a 50-percent cancellation fee if one of their courses is canceled 15 or fewer business days prior to the start of a

scheduled course. Therefore, NDAREC reserves the right to cancel due to a lack of registrations

## HOTEL ACCOMMODATIONS

For your convenience, a block of sleeping rooms is reserved for Friday, November 7, at the hotel listed below.

## COMFORT INN & SUITES

1516 27th St. N, Mandan

To make your room reservation, call 701-204-6712.

For online reservations: <https://www.choicehotels.com/reservations/groups/mr68y4?checkInDate=2025-11-07&checkOutDate=2025-11-08&ratePlanCode=BRLNNB>

The block of sleeping rooms is reserved under "REC Credentialed Cooperative Director." The release date for the reserved block of rooms is October 31.

## SPECIAL DIETARY NEEDS AND OTHER ACCOMMODATIONS

Please notify Pamela at [pstein@ndarec.com](mailto:pstein@ndarec.com) of any dietary restrictions such as food allergies, gluten-free options and other special accommodations needed. A minimum of 72 hours' advance notice is required.