Member Share Capital Management Training Course

Professional Development Training Course Outline

Category	Cooperative Societies	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Introduction

This essential training course on Member Share Capital Management is meticulously designed to equip cooperative leaders, financial managers, and membership officers with the specialized knowledge and practical strategies required to effectively mobilize, manage, and optimize member share capital. In the cooperative model, member share capital is the bedrock of financial stability, ownership, and democratic control, making its efficient management paramount for sustainable growth, enhanced service delivery, and robust member engagement. Training Course on Member Share Capital Management will delve into capital mobilization strategies, member share accounting, regulatory compliance, capital revolvement, and communication strategies for member education, all tailored to the unique member-centric and democratic principles of cooperative societies. Participants will gain actionable insights to strengthen their cooperative's financial foundation and deepen member commitment.

Cooperatives often face unique challenges in capital formation, as their primary source of equity stems directly from their members rather than external investors seeking purely financial returns. This advanced course bridges that gap by offering in-depth coverage of innovative member equity products, balancing liquidity needs with long-term investment, managing withdrawable vs. non-withdrawable shares, and leveraging digital platforms for share contributions and tracking. Through interactive workshops, real-world cooperative case studies, and expert-led discussions, attendees will develop the strategic foresight and practical skills necessary to design robust member share capital policies, ensure regulatory adherence, and cultivate a strong sense of ownership and financial participation among their members. This is an indispensable program for any cooperative aiming to fortify its capital base and reinforce its member-driven identity.

Programme Curriculum

Member Share Capital Management Training Course

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Course duration

5 Days

Course Objectives

1. Understand and differentiate various forms of member share capital in cooperatives.
2. Develop and implement effective member share capital mobilization strategies.
3. Accurately account for member share contributions and withdrawals in compliance with standards.
4. Navigate the legal and regulatory frameworks governing member share capital.
5. Design and manage revolving fund systems for member capital.
6. Implement strategies to enhance member retention and increase shareholding.
7. Assess the cost of member capital and its impact on financial performance.
8. Communicate the value and importance of member share capital to members.
9. Address liquidity management challenges related to withdrawable shares.
10. Develop policies for share transfers, redemptions, and dividend distribution.
11. Leverage digital platforms and technology for efficient share capital management.
12. Integrate member share capital planning with the cooperative's overall financial strategy.
13. Design member education programs to promote capital investment and ownership.

Organizational Benefits

1. Strengthened financial foundation and increased solvency.
2. Enhanced long-term sustainability and resilience.

3. Improved member engagement and ownership.
4. Diversified capital sources and reduced reliance on external debt.
5. Better compliance with regulatory requirements for member capital.
6. Streamlined processes for share management and record-keeping.
7. Greater capacity for investment in growth and new initiatives.
8. Reduced administrative burden related to member share transactions.
9. Clearer communication regarding member financial contributions.
10. Reinforcement of cooperative identity and democratic control.

Target Participants

- Cooperative Financial Managers and Accountants
- Cooperative General Managers and CEOs
- Membership/Operations Managers of Cooperatives
- Board Members and Finance/Membership Committee Members
- Internal and External Auditors of Cooperatives
- Legal Advisors to Cooperative Societies
- Regulatory Authorities overseeing Cooperative Financial Affairs

Course Outline

Module 1: Foundations of Member Share Capital

- Defining member share capital and its role in cooperative principles.
- Types of member shares: ordinary, preference, withdrawable, non-withdrawable.
- Legal and regulatory framework governing member shares in your jurisdiction (e.g., Cooperative Societies Act).
- The importance of member share capital for financial stability and democratic control.
- Case Study: Analyzing the member share capital structure of a successful SACCO.

Module 2: Member Share Capital Mobilization Strategies

- Designing compelling campaigns for initial share contributions.
- Strategies for increasing existing member shareholding.
- Incentives for member investment (e.g., dividends, services, voting rights).
- The role of member education and communication in capital mobilization.
- Case Study: Developing a strategy to boost member share contributions for a new cooperative project.

Module 3: Accounting and Reporting for Member Shares

- Proper accounting treatment for member share contributions and withdrawals.
- Distinguishing member shares from deposits and other liabilities.
- Financial statement presentation of member equity.
- Compliance with relevant accounting standards (e.g., IFRS/GAAP) for member shares.
- Case Study: Preparing the member equity section of a cooperative's balance sheet.

Module 4: Revolving Fund Management

- Principles and operational mechanics of revolving funds.
- Developing clear policies for revolvement (e.g., age-based, volume-based).
- Balancing cash flow needs with revolvement commitments.
- Communication strategies for member understanding of revolving funds.
- Case Study: Designing a sustainable revolving fund system for an agricultural cooperative.

Module 5: Liquidity Management for Member Shares

- Managing withdrawals of withdrawable share capital.
- Forecasting redemption needs and planning for liquidity.
- Establishing appropriate reserves to meet withdrawal demands.
- Policies and procedures for share redemption and transfer.
- Case Study: Developing a liquidity plan to manage potential surges in member share withdrawals.

Module 6: Legal and Regulatory Compliance

- Adherence to the Cooperative Societies Act and by-laws regarding share capital.
- Anti-money laundering (AML) and Know Your Customer (KYC) requirements for member shares.
- Reporting obligations to regulatory bodies (e.g., Commissioner for Co-operative Development, SASRA).
- Penalties for non-compliance and risk mitigation strategies.
- Case Study: Reviewing a cooperative's by-laws and policies for compliance with share capital regulations.

Module 7: Member Engagement and Communication

- Communicating the value proposition of member share capital and ownership.
- Designing effective member education programs on financial participation.
- Utilizing different communication channels (e.g., annual reports, newsletters, digital).
- Fostering a culture of ownership and financial responsibility among members.
- Case Study: Developing an annual report section dedicated to member share capital and its impact.

Module 8: Technology in Member Share Management

- Leveraging cooperative management software for share record-keeping.
- Digital platforms for member share contributions and statements.
- Automation of share-related processes (e.g., dividend calculation, statement generation).
- Data security and privacy in managing member financial information.
- Case Study: Evaluating the benefits of a new digital platform for member share management.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com