

Committee Descriptions

Board of Directors

The Board of Directors is the official body of elected or appointed members of Woodsworth Housing Co-operative, Inc. It is responsible for the overall governance of the organization. It represents the Co-op as the employer and financial decision maker on behalf of the Co-op and its members. There are seven (7) elected members. Each elected member fills one of the directorial positions. The seven (7) Board positions are as follows:

(1) President

Usually the President chairs the Board meetings and the GMMs; however, alternating the chair, especially at the GMMs, is quite appropriate. The President is a non-voting member of the Board unless his/her vote is required to break a tie vote. The President is usually one of four signing officers for the Co-op.

(2) Vice-President

Usually only in the absence of the President, the Vice-President chairs a Board meeting, chairs a GMM, or fulfills all of the President's functions. He/she is usually one of the four signing officers of the Co-op.

(3) Treasurer

The Treasurer works with the Finance Committee and the Property Manager with respect to the financial statements, budgets and audit. The Treasurer is usually one of four signing officers for the Co-op. The Treasurer is usually the Liaison to the Arrears Committee and is a voting member of that committee.

(4) Corporate Secretary

The Corporate Secretary receives all incoming Board related correspondence either by email or the 2nd floor Board mailbox.

The Corporate Secretary acknowledges all correspondence that is directly sent to the Board of directors.

The Corporate Secretary responds to correspondence as directed by the Board of Directors.

The Corporate Secretary is one of the four signing officers for the Co-op.

(5) Property Manager Liaison

The Property Manager Liaison is the liaison between the Board and management and members who have issues with management. The Property Manager Liaison works with the Property Manager on behalf of the Board of Directors and the Co-op and its members. It is important to note that the Liaison does not work independently but always consults the Board or the Manager whichever the circumstances. The Liaison ensures that the Board is kept current with any pertinent information.

(6&7) Directors-at-Large

There are two Directors-at-Large. They serve the same as the other Board members with responsibilities to their respective committees as liaison.

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Reconciliation Committee

The purpose of this committee is to help members resolve grievances through mediation usually after all parties have been unsuccessful in trying to work out problems themselves. The Committee meets only when there is a member grievance issue to resolve. The Committee also ensures that the Reconciliation By-Laws are still current and adequate.

There are six (6) elected members. Serving on this committee can prove to be rewarding in that you would be helping members to resolve their differences to maintain and encourage harmony throughout the Co-op.

Membership Committee

The Committee follows membership bylaws and policies in its activities. These activities include organizing and hosting information sessions for Long-Term Guests, Turning 16's and external people. After interviewing these attendees, the committee makes recommendations for membership to the Board of Directors.

The committee liaises with the office regarding waiting lists and membership matters arising. Via the membership email, the committee responds to membership inquiries and concerns. Membership also provides feedback on membership bylaws when needed.

The Committee consists of nine (9) elected members who meet once a month.

(Updated November 2018)

Co-op Management Committee

Mandate

The Co-op management Committee conducts appropriate confidential surveys, prepares reviews, overseas projects, and submits recommendations to the Board and Membership

for changes regarding property management and maintenance policies, practices and contracts.

Job Description

The Committee consists of three (3) elected members and the Property Management Liaison, who is a non-voting member of the Committee.

Because of the sensitive nature of the Committee's work, its members are required to sign a confidentiality agreement.

The Committee, on a continuing basis, reviews property management policies and practices for the purposes of

- **Developing initiatives** to standardize efficient and effective property management policies and procedures
- **Providing a forum** that fosters the exchange of effective property management policies and procedures
- **Identifying, publicizing and promoting** changes to policies, procedures, and other property management initiatives
- **Encouraging meaningful performance measurement** and enhanced customer service in the interest of good property stewardship.

Maintenance Committee Co-Chair

The Maintenance Committee Co-Chairs are elected to chair a committee of non-elected members. The purpose of the committee is to assist Co-op members, Board of Directors, and management with maintenance issues, as well as research special projects or special requirements in units including drawing up Co-op specifications, overseeing the Preventive Maintenance Plan, working with Management

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on move-outs/move-ins and planning for unit inspections.

The committee is required to handle any maintenance projects that require research and to provide recommendations to the Board of Directors. The committee communicates with management and other committees, such as the Finance Committee, as required.

SLNA Delegates

Representatives on Community and Sector Organizations

There are three (3) elected SLNA delegates who represent Woodsworth Co-op. All three delegates are required to attend the regular monthly SLNA meetings and may wish to become more involved by joining one of its standing or ad hoc committees.

[Please refer to the slna.ca website for the range of possibilities.]

It is important that Woodsworth membership is kept informed about community issues, crime prevention, proposed new developments, community events and activities, etc. This is achieved by forwarding relevant SLNA emails to the Woodsworth Weekly and posting announcements on the seven co-op bulletin boards as well as picking up material available at the monthly SLNA meeting. Delegates should have a genuine interest in the St. Lawrence neighbourhood community and a desire to ensure Woodsworth Co-op representation.

(Updated November 2018)

CHFC Delegate & Alternate for the Conference

Each year two (2) members are elected as delegate and alternate to attend the Annual Co-op Housing Federation of Canada's Conference. The Annual Conference is held in a different city throughout Canada. Delegates and alternates

have traveled from as far as Halifax, Nova Scotia, or Victoria, B.C. or as close as Toronto or Hamilton to attend the conferences.

Travel arrangements are paid for by the Co-op, which include the cost of travel plus hotel accommodations for the 4-day conference. Both the delegate and alternate attend the conference. However, this is not a holiday; it is work with a very heavy schedule.

Prior to attending the conference, both the delegate and alternate are required to attend an information meeting held by CHFT in Toronto to discuss the upcoming conference and the resolutions. It would also be beneficial for them to attend some of the CHFT meetings and peruse its website to keep informed.

While at the conference, the delegates are required to attend all of the workshops and seminars they have selected and are expected to attend the Meet the Candidate debate sessions (mandatory if there is one), the Ontario Members' Meeting and the National Business Meeting in order to vote for the candidates who govern CHFC. "You'll have your say, debate policies, consider budgets, elect directors, vote on resolutions, and much more." The delegate and alternate also select different workshops to benefit the Co-op.

Upon returning home, the delegate and alternate are required both to provide a written report of the information they acquired (or what they learned) to the membership via The Weekly and a copy of the report to the Board of Directors but not just at the GMM.

The next Annual CHFC Conference will be held in London, Ontario, from Wednesday, June 5 to Saturday, June 8, 2019. Be prepared to return on Sunday, June 9 because the dinner/dance will be held on Saturday night.

(Updated November 2018)