

Central Ontario Co-operative Housing Federation

NOTICE OF ANNUAL GENERAL MEETING

Date: Saturday April 6, 2019, 1:30 pm

Location: Holiday Inn Guelph Hotel & Conference Centre
601 Scottsdale Dr. Guelph

Agenda Will Include:

- 2018 Annual Report
- Auditor's Report for year ending December 31, 2018 and Appointment of Auditor for 2020.
- Election of COCHF Directors

A complete Meeting Package will be mailed out during the week of March 11th 2018.



Call for Nominations for the COCHF Board for 2019

Central Ontario Co-op Housing Federation (COCHF) is looking for qualified people to run for positions on our Board of Directors.

- ✓ Are you interested in contributing to the larger co-op housing sector and helping to plan for its future?
- ✓ Are you passionate about housing co-ops?
- ✓ Do you have a solid understanding of the co-op housing model?

If so, why not consider running for the Board of COCHF?

COCHF Board of Directors ensures

- ✓ ensures that COCHF is performing well in serving its members and in meeting its members' long-term needs;
- ✓ looks after the long-term interests of the federation and plans for its future;
- ✓ directs the business of the Federation and gives the staff direction and authority to run the day-to-day affairs of COCHF.

The COCHF Board is made of up 9 directors. There are:

- Seven (7) directors who represent COCHF member housing co-ops; there can be only one (1) director per co-op.
- One (1) director from a member housing co-op staff organization.
- One (1) director representing a member resource group/management company.

You can run for the COCHF Board if you are:

- 18 years of age or older,
- mentally competent,
- not in an undischarged bankruptcy,
- a member of a member organization of the Federation,
- a member in good standing in your co-op (not in arrears), and
- endorsed by your co-op's Board.

What is expected of a director?

- ✓ To attend monthly meetings. The meetings are usually about 2.5 hours long and are typically held on the second Tuesday of each month;
- ✓ To prepare for meetings by reading all the meeting documents;
- ✓ To attend an annual strategic planning session
- ✓ To attend an annual board orientation session, to be held shortly after the April 6th AGM
- ✓ To be available by email or other communications between meetings for decisions or feedback;
- ✓ To attend sector events on behalf of the Federation as required. This may include sector events, annual meetings, regional meetings, and/or meetings at local co-ops.
- ✓ To act in the best interests of the federation at all times.
- ✓ Directors may take on additional responsibilities which will increase their time commitment.

What about expenses incurred as a Director?

COCHF will pay mileage and other reasonable expenses for directors to be able to attend the Board meetings and other federation events.

How do I nominate myself?

If you are interested in running for the COCHF Board and you are able to meet the commitments, follow the steps below:

1. Complete and sign the nomination form. A copy is attached.
2. Have your co-op's Board of Directors endorse your nomination by signing the form. The nomination requires the support of your co-op's Board.
3. Send your completed nomination form to the COCHF office (Scan to info@cochf.coop and/or or fax to 519-579-2195), or you may bring a signed nomination form to the April 6th meeting.

Important! Nominees will be expected to attend the AGM on April 6th 2019 and be prepared to introduce themselves at the meeting and say why they want to be on the Board. You may want to prepare your speech beforehand!

After you are elected...

- Each director will participate in the scheduling of meetings and make attendance at all scheduled Board meetings and planning sessions a priority.
- Each director will sign and adhere to an Ethical Conduct Agreement which remains in effect for the entire term of the elected Board.

There are 4 positions on the COCHF Board of Directors up for election.

Directors who are continuing: These elected directors will be serving their second year of their 2-year term on the COCHF Board:

1. **Christine McLauchlin** – Willowside Co-op, Kitchener
2. **Carine Nind** – Co-op Staff Association (CSACO)
3. **Natasha Verwey** – Homestarts Inc.
4. **Lana Wong** – WCRI Co-op, Waterloo
5. **Lisa Maracle** – Westglen Co-op, Brantford

Completed terms: These elected director's terms are now completed:

6. **Robert Marshall** – Cambridge New Hope Co-op, Cambridge
7. **Adam Malloy** – Beaver Creek Co-op – Waterloo
8. **Trevor Black** – Brighton Yards Co-op, Waterloo
9. **Melody Alderwick** – Bread and Roses Co-op, Kitchener

Only one member per co-op, who has been nominated by their co-op, can be elected to the COCHF Board – this is a requirement of the federation by-laws.

Central Ontario Co-operative Housing Federation Official Nomination for COCHF Board

We, the Board of Directors of _____,
(Name of COCHF Member Organization)

being a member in good standing of the Central Ontario Co-operative Housing Federation Inc.,

do hereby nominate _____ for the position of
(Name of nominee)

Director of the Federation for a term beginning on April 6, 2019.

Dated: _____ **Signed:** _____
(Representative of co-op Board)

Acceptance of Nomination for COCHF Board

I, _____,
(Name of nominee)

being a member in good standing of _____,
(Name of COCHF Member Organization)

do hereby accept the nomination for the position of Director of the Federation for a term beginning on April 6, 2019.

Dated: _____ **Signed:** _____
(Signature of nominee)

Mailing Address of Nominee: _____

Email Address of Nominee: _____

Telephone Number of Nominee: _____

The COCHF Board of Directors carries out its responsibilities to ensure that the federation fulfills its stated mission which is as follows:

[COCHF Mission Statement](#) (Updated October 2017)

We build strong communities together by offering quality services and education guided by the International Co-operative Principles to our housing co-op members, in partnership with other supporting organizations.