

List of Topics to cover in the Board Training Workshop

Use this list to specify the topics the co-op's board directors would like covered in the workshop training and/or to identify the issues your co-op is currently facing. WORKSHOP TOPICS ARE RELATED TO FOLLOWING AREAS:

- GOVERNANCE
- HOUSING CO-OP STRUCTURE
- LEGAL RESPONSIBILITIES
- CO-OP FINANCES
- CO-OP MEETINGS
- MANAGEMENT
- COMMUNITY DEVELOPMENT

PORTABLE WORKSHOPS ARE FACILITATED BY A COCHF INSTRUCTOR AND DELIVERED ON-SITE AT YOUR CO-OP UPON REQUEST.

SCHEDULED WORKSHOPS ARE OFFERED WHEN 2 OR MORE CO-OPS REQUEST TRAINING ON A SIMILAR TOPIC, AND CHOOSE TO COST-SHARE THE COCHF INSTRUCTOR FEE WITH ONE CO-OP HOSTING THE WORKSHOP.

Instructions:

1. *Your co-op can tailor the workshop to will meet unique needs. Each director completes this sheet and can check up to 6 max. sub-topics from the list below.*
2. *Tally the results from each director to reveal the 6 topics/issues that were the most popular. By having each director share what they would like covered in the workshop separately, a true list of what the board wants to include in the training will emerge when the answers from each director are compiled.*
3. *A board director and/or co-op manager submits the workshop request form and identify the 6 sub-topics for the workshop to focus on.*

Board Basics: Board Basics is for housing co-op boards with mostly new directors. This workshop provides the basic information that directors will need to know to carry out their responsibilities.

Board Training: Experienced Boards can request a workshop with 1st half dedicated to board training, and the 2nd half focused on board planning.

Overview of Good Governance Practices

What the Board Does / Board Responsibilities

Individual Directors Roles & Officer Positions

Goal-Setting for the Board
Goal-Setting for the Co-op

Co-op Board Elections
Board Director Candidates

Board Directors as Leaders

Functions of Board Vs. Management

Strategic Planning Process

Developing a Long-Term Plan
What to include in an Annual Calendar

Overview of Housing Co-operative Structure

7 Co-operative Principles
Values of Co-operative Living

Member Selection Approaches
Co-op Applicant Interviews

Co-op Corporations Act
Co-op Bylaws and Policies

Pros/Cons of Co-op Committee
Different Methods of Committees
Committee Job Descriptions

Housing Co-ops 101
New Member Orientation

Strengthening Co-op Capacity/Expanding Scale

Greater Co-op Movement
Housing Co-ops in Canada

Who Makes Decisions in the Co-op

Overview of Legal Responsibilities

Conflict of Interest
Confidentiality
Ethical Conduct

Member Approval/Termination
Occupancy Agreements
Eviction Process

Human Rights
Duty to Accommodate

Provincial Legislation
Federal Legislation
Operating Agreements

Entering Contracts/Agreements

Director Liability

Overview of Co-op Finances

Preparing & Presenting Operating Budgets

Understanding Financial Statements

Effective Financial Reports: Vocabulary of Numbers

Capital Replacement Reserves

Housing Co-ops as Businesses: Spending Controls

Fiduciary Responsibilities:
Board's Role in Financial Governance

Marketing Your Co-op
Filling Unit Vacancies

Managing Arrears & Bad Debts

Overview of Physical Asset

Maintaining Physical Asset	Building Condition Assessments
Unit Inspections & Maintenance	Environmental Sustainability

Overview of Co-op Meetings

How to Chair a Meeting	Minute-Taking
Preparing Meeting Agendas/Meeting Notices	Meeting Agreements
Effective Board Meetings	Effective Members Meeting
Rules of Order	Decision-Making Procedures

Overview of Sound Management Practices

Co-op as Employer Staff Liaison	Staff Employment Contract Job Descriptions
Staff Performance Evaluations Monitoring/Supervising Staff	Hiring Process
Managing Volunteers	Board and Staff Partnership

Overview of Creating Healthy Communities

Involvement vs Participation	Community Development
Member Satisfaction Survey: Serving our Members	Dealing with Member Grievances Resolving Conflicts in the Co-op
Update Co-op Mission/Vision Statements	Positive Communication Practices
Navigating Change in the Co-op	Keeping Members Engaged & Informed Member Handbook/Orientation Packages