

Central Ontario Co-operative Housing Federation

# NOTICE OF ANNUAL GENERAL MEETING

Date: Saturday April 25<sup>th</sup> 2020, at 1pm

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

*Agenda Will Include:*

- 2019 Annual Report
- Auditor's Report for year ending December 31, 2019 and Appointment of Auditor for 2021.
- Election of COCHF Directors

**A complete Meeting Package will be mailed out during the week of March 30<sup>th</sup> 2020.**



## Call for Nominations for the COCHF Board for 2020

**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 Wednesday 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 25<sup>th</sup> 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 can 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](mailto:info@cochf.coop) and/or or fax to 519-579-2195), and **you must bring the signed nomination hardcopy form to the April 25<sup>th</sup> meeting.**

**Important!** Nominees will be expected to attend the AGM on April 25<sup>th</sup> 2020 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 continue to serve the remainder of their term on the COCHF Board of Directors:

1. **Alex Bailey** – Asgard Green Co-op, Kitchener
2. **Brenda White** – Fife Road Co-op, Guelph
3. **Carine Nind** – Co-op Staff Association (CSACO)
4. **Melody Alderwick** – Bread and Roses Co-op, Kitchener

**Completed terms:** These elected director's terms are now completed and/or positions are vacant due to resignation:

5. **Christine McLauchlin** – Willowside Co-op, Kitchener
6. **Dan Charette** – Cambridge New Hope Co-op, Cambridge
7. **Lana Wong** – WCRI Co-op, Waterloo
8. **Lisa Maracle** – Westglen Co-op, Brantford
9. **Natasha Verwey** – Homestarts Inc. (This is a position by appointment.)

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.

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## 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 25, 2020.

**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 25, 2020.

**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.*