

AGM BOARD OF DIRECTORS REPORT GUIDELINES

The Board reports to and is accountable to members. The AGM is the opportunity for the Board to provide an overview of the year's activities, challenges and outcomes. This report should reflect business completed as well as priorities and outstanding business that the new board may want to consider. The report should be positive and informative. The Board should approve the directors' report – this is not the president's report. A good board report will encourage members to serve as directors.

Here are some items to consider for inclusion in the Board report. If you have committees, their reports could be included in the Board report as well.

- Asset Management Plan update
- Renovations scheduled for next months
- Unit turn over in past twelve month – welcome new members
- Vacancy and arrears situation
- Any major variance in expenditure – water, insurance
- Rules or policy work
- Special projects
- Recognition of property management, committees, members
- Education received by co-op (update on co-op education budget and invite members to take opportunity for training at sector events)
- Legal issues (terminations, etc.)
- Staff or management changes
- CHF BC and CHF Canada update
- Status of board: directors remaining and leaving
- Thank members for support and encourage them to stand for election.