

## Board of Directors - Call for Candidates

The Co-operative Housing Federation of BC (CHF BC) is seeking individuals who will contribute their skills and passion for co-operative living to our Board of Directors. Join us to help shape a future where housing co-operatives are inclusive communities of sustainable and permanently affordable housing.

Candidates must be committed to a just and equitable society where diversity of age, gender, ethnicities, cultures and age are recognized as essential elements of a truly inclusive community.

The CHF BC Board of Directors strongly believes that it can make a positive impact on the co-op sector by assembling individuals from different lived experiences to lead the organization.

Directors are democratically elected by CHF BC's members. **One (1) Vancouver Island director** will be elected at the Vancouver Island Council on Wednesday October 7, 2022 and **five (5) at large directors** will be elected at the AGM on November 20, 2022. **All board positions are for two-year terms.**



You are eligible to run for election if:

- You are at least 18 years of age
- Your co-op is a member of CHF BC whose dues are current
- You have not been found by a court to be incapable of managing your own affairs
- You do not owe your housing co-op any money
- You are not an undischarged bankrupt

Nominations for the position of **Vancouver Island Director** must be received by 4:30 p.m. on **Friday, October 7**. Nominations **for At-large Director** positions must be received by 4:30 p.m. on **Monday, November 14**.

Interested candidates should complete the Candidate's Declaration form and email to [members@chf.bc.ca](mailto:members@chf.bc.ca).

To learn more about the Co-operative Housing Federation of BC, please read our [2020 Year In Review](#) or visit our website at [chf.bc.ca](http://chf.bc.ca).

## CANDIDATE'S DECLARATION AND CONSENT

### Board of Directors

I \_\_\_\_\_ declare that I am a candidate for the position of At-Large Director  
(Name of Candidate)

and I consent to serve in that position if I am elected.

I am a member of \_\_\_\_\_  
(Name of Housing Co-op)

**OR** I am a Delegate who is a director or employee of \_\_\_\_\_.  
(Name of Other Member Organization)

I am at least eighteen years of age, have not been found by a court to be incapable of managing my own affairs, and am not an undischarged bankrupt.

I am not in arrears of housing charges or other charges to my housing co-op. My housing co-op is not in arrears of membership dues to CHF BC.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Candidate Email: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

***Please ensure that your co-op or member organization signs the Confirmation of Good Standing on the reverse.***

*Nominations close at 4:30 p.m. on Monday, November 14, 2022.*



## CONFIRMATION OF GOOD STANDING

I declare that \_\_\_\_\_ (the “CHF BC Member”) is a member  
(Name of Member/Organization)

of the Co-operative Housing Federation of British Columbia (“CHF BC”). On behalf of the CHF BC member organization, I confirm that \_\_\_\_\_ (the “Candidate”)  
(Name of Candidate)

is a member of the CHF BC member organization and is not in arrears of housing charges or any other charges owing to the CHF BC member.

For purposes of this declaration, I understand that “*arrears of housing charges or any other charges*” means money owed to the CHF BC member other than scheduled future payments towards the purchase of shares, current month’s housing charges, or any other amount for which a repayment agreement with the member organization is in place and the terms of the repayment have not been breached.

\_\_\_\_\_  
(Name of CHF BC Member Organization)

Per: \_\_\_\_\_  
(Signature of duly authorized representative)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

For more information, please call CHF BC at 604-879-5111 (toll-free at 1-866-879-5111), email [members@chf.bc.ca](mailto:members@chf.bc.ca) or visit [www.chf.bc.ca](http://www.chf.bc.ca).

## CANDIDATE'S DECLARATION AND CONSENT Board of Directors (Vancouver Island Director)

I, \_\_\_\_\_, declare that I am a candidate for the position  
Name of candidate

of Vancouver Island Director on the CHF BC Board of Directors and I consent to serve in that position if I am elected.

I also declare that:

I am a member of \_\_\_\_\_.  
Name of Housing Co-op

I am at least eighteen years of age, have not been found by a court to be incapable of managing my own affairs, and am not an undischarged bankrupt.

I am not in arrears of housing charges or other charges owing to my housing co-op. My housing co-op is not in arrears of membership dues to CHF BC.

I live on Vancouver Island.

Witness Signature		Candidate Signature	
Date		Date	
Name:	_____	Name:	_____
Address:	_____	Address:	_____
Email:	_____	Email:	_____
Phone:	_____	Phone:	_____

**Please ensure that your housing co-op signs the Confirmation of Good Standing on the reverse.**

You must submit this declaration and consent form to CHF BC by 4:30 p.m. on **Friday, October 7, 2022** to be eligible for election. You may submit the form by email to [members@chf.bc.ca](mailto:members@chf.bc.ca).



## CONFIRMATION OF GOOD STANDING

I declare that \_\_\_\_\_ (the “Co-op”) is a member  
(Name of housing co-op)

of the Co-operative Housing Federation of British Columbia (“CHF BC”). On behalf of the

Co-op, I confirm that \_\_\_\_\_ (the “Candidate”) is a member  
(Name of Candidate)

of the Co-op and is not in arrears of housing charges or any other charges owing to the Co-op.

For purposes of this declaration, I understand that “*arrears of housing charges or any other charges*” means money owed to the Co-op other than scheduled future payments towards the purchase of shares, current month’s housing charges, or any other amount for which a repayment agreement with the Co-op is in place and the terms of the repayment have not been breached.

\_\_\_\_\_  
(Name of co-op)

Per: \_\_\_\_\_  
(Signature of duly authorized representative)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

For more information, please call CHF BC at 1-866-879-5111, email [members@chf.bc.ca](mailto:members@chf.bc.ca) or visit [www.chf.bc.ca](http://www.chf.bc.ca).

## Information for Candidates for Board of Directors

Members of the **Board of Directors** are responsible for the governance of the Federation which includes governance of CHF BC's two business units, [COHO Management Services Society](#), a non-profit society providing professional management services and the [Community Land Trust Group of Societies \(CLT\)](#), a social purpose real estate developer and steward of permanently affordable homes. As a director of CHF BC, you are also a director of these non-profit societies. This ensures that the business units contribute to the broader mission and vision of CHF BC and serves the interests of housing co-ops, its primary stakeholders.

### About Us



CHF BC GROUP OF SOCIAL ENTERPRISES

#### MISSION

Unite, represent and serve our members in a thriving co-operative housing movement.

In 1982, responding to the need for a unified voice for housing co-ops in BC, a handful of housing co-ops with an inspired vision of the future formed the **Co-operative Housing Federation of BC**. For 40 years, CHF BC has been and continues to be the go-to hub for all things related to co-op living. We unite, represent and serve almost 260 of BC's non-profit housing co-ops and their members. This is almost 95% of the housing co-ops in the province. CHF BC also acts as a voice for housing co-operatives in BC, representing and advocating on behalf of co-op members.

Growing an inclusive community of sustainable and permanently affordable co-operative housing

#### VISION



To advance the mission and vision of its members, CHF BC created two business units which are incorporated as non-profit societies. [COHO Management Services Society](#), a professional management company specializing in supporting co-operatives in the good governance and sound management of housing co-operatives so that their homes continue to be viable welcoming communities for years to come. Currently, COHO has just under 6,000 homes in its portfolio, representing 40% of housing co-ops in the province.

The [Community Land Trust Group of Societies \(CLT\)](#) was created to preserve and steward permanently affordable homes for diverse and mixed-income communities. Since 2012, the CLT has played a pivotal role in growing the number of co-op homes in BC and supporting the development of well-governed resident communities that are inclusive, connected, welcoming and well-maintained.

The CLT portfolio includes more than 2,800 homes with 1,195 homes which are fully occupied. Another 527 homes are currently under construction, and 1,141 homes are under design and municipal approvals.

## Strategic Plan

CHF BC's directors meet annually to define high-level strategic directions for its core service areas and advocacy efforts on behalf of housing co-operatives in the province. The excerpt of the strategic plan, below, highlights the work we are doing to advance the mission and vision of the organization.



## Programs, Services and Operations

CHF BC provides a full range of services to its members which includes:

- Education Workshops and Conferences (in person and online)
- Member meeting supports with professional meeting chairpersons (in person and online)
- Technical advice to housing co-operatives of a full range of issues facing co-operatives
- Planning and Renewal Programs and Support
- Group Buying Services
- Professional property management (COHO Management)
- Social purpose real estate development (Community Land Trust)

CHF BC's has offices in Vancouver and on Vancouver Island. Collectively, the group of social enterprises employs almost 130 staff, the majority of whom are represented by UNIFOR Local 3000. CHF BC and COHO are certified [Living Wage Employers](#).



## The Role and Responsibilities of Directors

CHF BC's directors are engaged, thought leaders whose responsibilities include governance and oversight for:

- Strategic planning and organizational performance
- Annual operating and capital budget and financial results
- Setting social, environmental and sustainability performance expectations for the CHF BC group
- Enterprise risk management
- CEO recruitment, retention and evaluation
- Board and CEO succession planning and development

CHF BC directors must be committed to support the mission, vision and strategic plan of the organization and devote the necessary time and effort necessary to fully participate in the governance of the organization. Regardless of their background, directors must be committed to demonstrate values and leadership that aligns with our vision and mission and supports inclusivity and respect.

## Meeting and Time Commitment

In addition to annual planning sessions, directors meet at least quarterly at a schedule to be determined by the board. Directors may choose to attend in person at our fully accessible Vancouver office or online. Directors will carry out additional duties through involvement with the various committees as determined by the board. On average, directors spend six to eight hours per month on CHF BC business.

Directors may represent the organization at events hosted within the co-op and non-profit sectors. All travel and expenses related to the execution of a director's duties are fully compensated.

Learn more about CHF BC by visiting our website at [chf.bc.ca](http://chf.bc.ca).