

Recruitment Opportunity: Chairperson for CHF BC Education Program

The Co-operative Housing Federation of BC (CHF BC) is a membership association representing more than 250 housing co-operatives in British Columbia.

CHF BC is incorporated under the Cooperative Association Act and is an umbrella organization for a group of related non-profit societies (subsidiaries), including COHO Management Services Society, COHO Property Management Inc. (CPM) and the three non-profit societies making up the Community Land Trust.

Members support their federation through annual membership dues and fees for a wide range of programs and services. CHF BC is proudly independent – none of its annual revenue comes from government. CHF BC's mission is to unite, represent and serve its members in a thriving co-operative housing movement.

The purpose of the CHF BC education program is to support these members in the achievement of the highest standards of sound management, good governance and principled leadership within healthy communities.

Part of our education program is a consultation service where our member housing co-ops can request a consultant to come to their co-op to chair a meeting. Many of our members have discovered the benefits of using an external chairperson, and consequently this service is becoming more popular.

We are looking for experienced people to join our team of consultants who can offer chairing services.

The details:

- Our chairing service is requested on an ad hoc basis, therefore we cannot promise how much work will be available.
- You do commit to be available to chair at least two meetings per month. Meetings are held in-person or entirely virtually (or hybrid).
- You are not obliged to accept chairing work that is offered to you.
- Payment is currently **\$110.00 per hour** calculated by the time spent at the co-op (with a minimum of two hours).

- Approximately one hour (preparation meeting for virtual meetings) is required to prepare to chair a meeting. You will be compensated for this time.
- Travel expenses can be claimed with a mileage allowance of **0.61 cents** per km or \$15 (whichever is greater), or reimbursement for transit. Additional fees may be eligible.
- Professional development is part of the program and attendance will be required. CHF BC will provide adequate notice of any professional development training and will cover the costs of the training (in lieu of compensation for the consultant's time).
- Quarterly consultant meetings for mentorship and program development are also part of the program and attendance is strongly encouraged. There is no compensation for time for these meetings.

To apply you need:

1. Experience chairing meetings (at housing co-ops or other non-profit boards preferred).
2. Knowledge of CHF BC: our programs and services.
3. Experience using (CHF BC's) rules of order.
4. A good understanding of the legal framework that affects housing co-ops, particularly the *Cooperative Association Act*.
5. A basic knowledge of the Model Rules, both 1.0 and 2.0 and willingness to learn.
6. Experience managing or resolving conflict is an asset.

For additional questions, please email chairsubmissions@chf.bc.ca.

To apply please complete the application form attached and submit it to chairsubmissions@chf.bc.ca by Friday, January 6, 2023.

Name:
Name of housing co-ops where you live / have lived (if applicable) or work:
Short biography:
Your experience of chairing meetings at housing co-ops:
Tell us about the skills and traits that make you an excellent chairperson:
How do you rate your level of understanding of the Model Rules (scale of 1 to 5): 0 – no familiarity 3 – moderate understanding 5 – advanced understanding

How would you describe your level of understanding and what other areas of the Rules would you need support in?

Tell us what you would do to prepare to chair an upcoming meeting at a housing co-op:

Provide an example where there was a conflict in a meeting you chaired, explain your process and how you resolved it:

In the box below, please list three people we can contact who will vouch for your chairing ability: