

FIFE ROAD CO-OPERATIVE HOMES, INC.

**MEMBER, MANAGEMENT AND BOARD TRAINING
AND
SUCCESSION PLANNING**

Approved by the Board of Directors May 30, 2024
Confirmed by the Members July 4, 2024

FIFE ROAD CO-OPERATIVE HOMES, INC.

MEMBER, MANAGEMENT AND BOARD TRAINING AND SUCCESSION PLANNING

Purpose

To ensure that Fife Road Co-operative Homes, Inc. has a plan in place for member education, board training, management training and board succession.

Member Education

The members of Fife Road Co-op require education and training to fully engage in the co-op process. Education will inform the members about the requirements, roles and responsibilities of choosing to live in a co-op community.

- a) The board and management will ensure that the membership is made aware of any COCHF workshops scheduled throughout the year. The co-op will facilitate the members registration and pay any costs associated with these courses.
- b) Each member will have access to all of the co-op bylaws and policies.
- c) As bylaws and policies are amended, the board of directors will approve them and provide copies to each member for their approval at a members meeting. Once approved, the board of directors will confirm that these changes must be kept and added to their original copies. All co-op bylaws and policies will be available on the co-op website at fiferoadco-op.ca
- d) A Membership Survey will be conducted at least every second year. Once the survey has been returned and analyzed, the results will be circulated to the members.
- e) A newsletter will be issued at least quarterly. This will include any educational or seasonal plans (e.g. Barbeque, Hallowe'en Party, etc.) It will also include board updates and any concerns arising in the community (e.g. Garbage, pets, etc.)
- f) Upcoming information about events, workshops, other informational literature from the community and approved board minutes will be posted on the bulletin board in the community centre.

Board Training

This will ensure that all board members will receive training from a qualified source on the role, function and governance requirements of the board of directors. This training will ensure that the roles and responsibilities of the board of directors and staff are clarified.

- a) Within six weeks of the board of directors being instated each year, board training will be conducted by COCHF or a reputable organization. This training may take place prior to the change of directors.
- b) If each board member attended the board training scheduled under Succession Planning, the training in (a) will not be required
- c) Board orientation will be held at the first meeting of each new board of directors. This will entail each board member reading and signing Confidentiality Agreements, Ethical Conduct Agreements and Conflict of Interest Agreements.
- d) Each board member will have access to job descriptions of the executive positions through the co-op website
- e) Each board member will be provided with information on how to access the bylaws and policies on the co-op's website and how to access the Co-operative Corporations Act, Social Housing Act and County of Wellington directive
- f) Each board member will provide the manager with a copy of a current police check within six weeks of the start of the new board
- g) The board will have access to both CHF and COCHF Workshops as they occur. These will be paid for by the co-op.
- h) Any specialized workshops e.g. how to read financial statements, etc. required by the board of directors will be solicited from a recognized source (e.g. COCHF, Community Justice Initiatives, etc.)
- i) Throughout their term, the board of directors will have access to CHF, COCHF, County and any other recognized organization workshops. All costs associated with these workshops will be paid by the co-op if the current budget permits.

Board Succession Planning

The board of directors needs to remain functional and have leadership continuity by identifying, recruiting and supporting members in the co-op to assume available positions within the board.

- a) All procedures outlined in Bylaw 1, Articles 7 and 8 shall be followed
- b) The board shall either have one meeting where they determine what skills are required to fill the upcoming vacant positions or appoint an election committee
- c) The managers and the board will identify potential board members from the membership.
- d) Prior to approaching the members to determine their interest, management will ensure they meet the eligibility criteria
- e) Each interested member will attend board training prior to the election as specified in Bylaw 1, Article 8, 8.1 (a)

Management Training

This will ensure that management is informed and educated about the requirements, roles and responsibilities of the co-op, management, board and members.

- a) Management shall attend all County of Wellington workshops
- b) Management shall attend property management education training given by recognized authorities (e.g. CHF, COCHF, CSACO etc.)
- c) Any costs associated with the workshops will be paid by the co-op.