

AGNES MACPHAIL COMMUNITY COOPERATIVE HOMES

Succession Planning and Board Member Training Policy

Policy type: Board Governance

Policy Title: Succession Planning, Board Member Orientation and Training

Purpose:

To ensure continuity on the Board of Directors and strive that a full Board of Directors is maintained to support the mission, values, and direction of the organization.

A Co-op is both a community of people as well as a business enterprise. It is essential to the success of our Co-op that we build a strong business and democratic foundation and keeping good relations and transparency when applicable between residing members and the Board of Directors.

The democratic structure of the Co-op allows all members to participate in the governance and direction of the Co-op.

The key to a successful succession plan is Co-op education and training. Education is essential to the success of our Co-op. It is essential that all members, directors, and staff share a common understanding of what it means to be part of a Co-op.

In order to be effective, Board Members must have sufficient knowledge of Board governance and issues that are central to the role of the Co-op in the community. Ongoing training ensures that Board Members focus on good governance, strategic directions and policy implications.

Board Member Orientation and Training

Role of Staff

- Post minutes and agendas for board meetings so members can review them
- Determine the terms of current directors
- Make sure that election planning is on the agenda at a board meeting well in advance of the election
- Know the Co-op's election process
- Prepare election materials
- Have nomination forms easily available
- Help prepare the Chair of the election meeting and the election officer
- Help promote the election to all members

Role of the board

- Discuss that board recruitment and leadership renewal is a board responsibility
- Throughout the year invite interested members to training sessions, board meetings
- Give thorough board reports at members' meetings
- Appoint a youth who lives in the co-op to be a non-voting director
- Identify possible candidates for the board at a board meeting and decide who will recruit those candidates
- Recruit more candidates than positions available
- Help promote the election meeting
- Directors should consider re-running if they are eligible
- Elected members should be prepared to work with current board members and other elected members
- Help get the word out that the Co-op's looking for leaders, a leadership role is possible for all members regardless of age, time in the co-op etc., new leaders will be supported and educated in their role, being a leader is valued, respected, worthwhile
- Candidates should meet the qualifications in the Co-op Act and in the Co-op's By-Laws
 - be trustworthy
 - be fair and ethical
 - be open-minded
 - be willing to learn
 - be a team player
 - be able and committed to fulfilling responsibilities of the board

Board and Staff

Two (2) months prior to an Annual or General Members Meeting to hold elections, information will be given to members on how many vacancies will be available, terms of directors, documentation regarding requirements, qualifications, Board Roles and Responsibilities, etc. An Intention to Run as a Director Form will also be enclosed. Current Board Members and staff should make themselves available to any member who has questions regarding role and responsibilities keeping their Oath of Confidentiality in mind.

New Directors

- Within two (2) months of their election or appointment to the Board, new directors shall be given Board Orientation:
 - ✓ Information on the Co-op's Foundation Policies
 - ✓ An overview of the Board By-Laws and Governance Policies

- ✓ A discussion on the Board's Role, Responsibilities, Structure, Code of Conduct and Function of the Board
- Board of Directors binder for each director that includes:
 1. their Confidentiality and Director Code of Ethical Conduct Agreement,
 2. Conflict of Interest By-Law,
 3. Organizational By-Law,
 4. Human Rights By-Law,
 5. AODA Customer Service Policy
 6. Spending By-Law
 7. Privacy & Confidentialities, Do's and Don'ts for Directors (CHF)
 8. Getting Governance Right (CHF)
 9. Good Governance: A Role for Everyone (CHF)
 10. Governance or Management Quiz (CHF)
- Complete the following training within three (3) months of being elected to the Board of Directors (contact GHCHF or CHF Canada to arrange for training):
 - ✓ Accessibility for Ontarians with Disability Act (AODA)
 - ✓ Board Basics
 - ✓ Co-op Finances
 - ✓ Ethical Conduct
 - ✓ Board as an Employer
 - ✓ Conflict Resolution and Member Relations
- Recap outstanding issues at first meeting of the new board

All Directors are required to:

- Sign required forms (confidentiality, conflict of interest, ethical conduct)
- Take required training

Board Responsibilities:

- Ensure the Co-op's business is conducted according to the Co-ops Articles of Incorporation, By-Laws and Policies.
- Ensure the Co-op is in compliance with all overarching legislation, legal requirements of all laws governing the Co-ops incorporation, of all contracts the Co-op enters into and the general legal responsibilities of the board.

- Hire competent management and/or staff, and adopt measures to oversee their performance
- Develop and adopt long term strategies/plans along with policies to guide Co-op operations and management.
- Implement systems to oversee and monitor the Co-ops activities, including annual budgets, monthly financial statements, monthly operational reports, annual audits, and board minutes to record all key decisions.
- Annual planning to set goals, priorities and training sessions for the year ahead.
- Act as intermediaries between members, staff, management, and ensure adequate communication and information between all.

Board training and member education workshops, as available, will be offered regularly to all. Educational and information materials will be distributed to members through flyers, bulletin board postings, electronic messages, members meetings, etc. These opportunities can be arranged by the Co-op staff, or the Board of Directors.

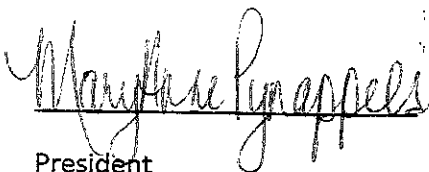
- The cost of any training to be paid by the Co-op, must be approved by the Board before it is undertaken.
- Members will report to the Board on their participation in training events.

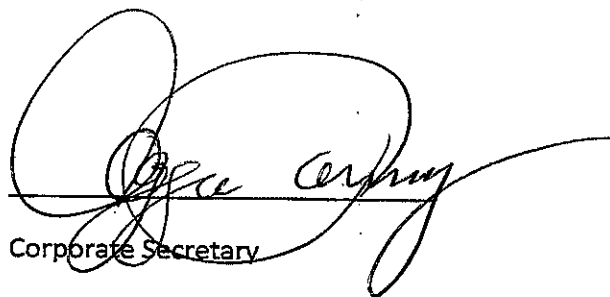
Specifically for new members

Make sure new members receive:

- Information about co-op living and the website address (agnesmacphailcoophomes.ca) for the Co-op that contains all By-Laws and Policies.

This plan has been approved by the Board of Directors of Agnes MacPhail Community Co-operative Homes Inc. on this 11 day of November, 2021.


President


Corporate Secretary