

Interested in standing for election to CCOC's Board of Directors?

CCOC is run by volunteers—tenants and community members—who make up our Board of Directors and committees. Each year in May we elect new board members at CCOC's Annual General Meeting. Board members are elected for a 2-year term. There are 14 seats on the Board, with 7 seats up for election every year. We are looking for people interested in standing for election or re-election to the Board on May 20, 2021.

Here is the essential information about CCOC's Board of Directors. For more information, please contact Hannah Vlaar, Director of Tenant and Community Engagement, at 613-234-4065, ext. 254 or hannah.vlaar@ccochohousing.org. She can connect you with a current Board member who will share their experience and answer any questions you may have.

Board member roles and responsibilities

Board members are responsible for the effective governance of the organization, consistent with our mission and values. The Board is the ultimate authority for all of CCOC's activities. Specific board responsibilities are:

- Advancing vision and direction
- Attending to legal affairs
- Overseeing financial management and ensuring we have the financial resources to carry out our work
- Ensuring appropriate management systems are in place
- Ensuring adequate human resources
- Hiring and performance review of Executive Director
- Creating, revising, approving, and monitoring policy
- Fostering effective community relations
- Overseeing the work of all CCOC committees



Benefits of being on the Board

- Being involved in decisions that affect where you live as a tenant or community member
- Gaining experience in the non-profit housing sector and in non-profit governance structures
- Advocating with the community on political, social, and environmental issues
- Contributing to work that matters to you and your community
- Sharing camaraderie with CCOC staff and fellow Board members
- Engaging in timely and important issues at all levels of government
- Building relationships with people who care about similar issues to you
- Designing and managing safe and affordable housing

Time commitment

- Members are elected to the Board for 2 years.
- The Board meets once a month. Due to the pandemic, Board meetings currently take place virtually. When meetings are held in-person, they take place at CCOC's office, located at 415 Gilmour Street, 2nd floor.
- Meetings are held in the evening on the last Wednesday of each month.
- Board members are expected to join at least one other CCOC committee. These meetings also take place once a month. Most committee meetings start at 7:00 p.m. and generally end by 9:00 p.m.
- You will need to schedule time each month to read the Board package and prepare for the meeting. The Board package contains all of the documents that will be discussed at the upcoming meeting. It is distributed before the meeting and can be quite substantial.
- CCOC can cover your costs of family care and transportation if needed. Just ask!

* CCOC is actively committed to anti-oppression and equity work. We recognize that the current Board does not fully reflect the rich diversity of backgrounds, identities, and life experiences among CCOC tenants and our community.

We are actively working to create a more inclusive and accessible Board space but there is still work to be done. We know that barriers to participation exist and we are working with our current Board, staff, and tenants to remove them.

Deadlines and requirements

April 15: Send us your bio

Send Hannah a 100-word bio about why you're running for the Board by **Thursday, April 15**. We publish a list of bios in the May NewsNotes. [Click here](#) for examples of last year's bios.

If you miss the April 15 deadline, you will still have an opportunity to present a candidate statement at the Annual General Meeting.

April 20: Purchase a membership

All candidates must be CCOC members for at least 30 days before the AGM (this year's deadline is **Tuesday, April 20**). Membership costs \$3 and is valid for the calendar year. [Click here](#) to submit your CCOC membership.

May 15: Submit your pre-recorded video

All candidates will also be asked to pre-record a short statement to be played during the AGM explaining why they are seeking to join the Board. If you are unable to pre-record a video, you can present your statement live at the AGM.

May 20: Attend the Annual General Meeting

When: Thursday May 20, 2021 at 7:00 p.m.

Where: The meeting will be held virtually, so you can join from anywhere!

Too big a commitment right now? How about joining a committee?

Anyone can become a committee member after attending three meetings as a guest. CCOC has five committees standing: Development, Rental, Finance, Facilities Management and Tenant and Community Engagement. Committees meet once a month from 7:00 p.m. to 9:00 p.m. [Click here](#) for a description of each committee.

Contact engagement@cchohousing.org for more information about joining a committee or getting involved.