

**Join CCOC's Board of Directors!**

**Mid-term appointment from January 2022 to May 2023**

As a community-based non-profit organization with a mission to create, maintain and promote affordable housing, CCOC is directed by tenants and community members who volunteer on the Board of Directors and committees.

As part of this work, CCOC is actively committed to reconciliation and reflecting the rich diversity of backgrounds, identities and life experiences among CCOC tenants and our community, as identified in our anti-oppression statement.

The Board of Directors is elected each year during the Annual General Meeting (AGM). This year, because a Board member recently resigned, CCOC has a mid-term vacancy on the Board of Directors which will be filled by appointment.

**The Nominations Committee is looking for someone interested in serving this term until the May 2023 AGM. There is only one position open at this time, although anyone not appointed can run for election during the AGM in May 2022.**

While we encourage all those who are interested in the Board to contact the Nominations Committee, we believe this is an important opportunity to increase the Board's diversity. As such, we especially encourage applications from under-represented communities, including those who identify as Black, Indigenous, People of Colour (BIPOC), people with disabilities, new Canadians, marginalized youth, and those from the LGBTQIA2S+ community.

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 CCOC's activities.

Board members do not require professional experience with management, administration, law, accounting, or the housing sector. These are great skills, however CCOC also recognizes the value of different perspectives, lived experience, a commitment to the mission combined with a willingness to learn, and more.

The Board of Directors is supported by the expertise of CCOC staff, who carry out day-to-day operations.



### Specific Board responsibilities include:

- Helping advance CCOC's vision and direction
- Creating, revising, approving, and monitoring policies
- Overseeing the work of all CCOC committees

### Benefits of being on the Board:

- Being involved in decisions that affect where you live
- Helping design and manage safe and affordable housing
- Gaining experience in the non-profit housing sector and in non-profit governance
- Advocating with the community on political, social, and environmental issues
- Having fun while working alongside CCOC staff, fellow Board members, and other volunteers

### Time commitment:

- The appointed Board member will be on the Board until the May 2023 AGM.
- 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, 2<sup>nd</sup> floor. CCOC plans to offer hybrid meetings, even beyond the pandemic.
- 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.

### Deadlines and requirements:

#### **November 30: Get in touch**

Please send Hannah an email about why you want to be on CCOC's Board of Directors and how you think you can contribute. This interest statement can be a maximum of 500 words, and will be shared with the Nominations & Appointments Sub-Committee.

#### **December 10: Sign up for a CCOC membership**

All Board members must be CCOC members. Anyone who supports CCOC's Mission Statement and Values can become a CCOC member, and membership is valid for the calendar year. [Click here](#) to submit your CCOC membership or email [engagement@cchohousing.org](mailto:engagement@cchohousing.org).

**December 6 to 21: Meet with existing Board members and CCOC staff**

Candidates will meet virtually with current Board members for a casual interview. Interview questions will be shared in advance. This is also an opportunity for you to ask questions about the position.

Please note that if there is high interest in the Board position, only selected candidates will be interviewed. CCOC staff will follow up with everyone who expresses interest.

The Nominations Committee will review all applications for the volunteer position and make a recommendation to the Board of Directors. The Board of Directors plans to appoint the new Board member in December 2021 or January 2022.

If you have questions about this process, please contact Tenant and Community Engagement Director Hannah Vlaar at [engagement@ccochousing.org](mailto:engagement@ccochousing.org) or by phone at 613-234-4065 ext. 254.

CCOC is also always looking for committee members! More information [here](#).