

Join CCOC's Board of Directors!

Do you want to make a real impact in your community? Do you want a say in the decisions that impact your life? Do you want to grow your professional development skills alongside a thoughtful group of volunteers? If this sounds like you, you should consider running for CCOC's Board of Directors!

Centretown Citizens Ottawa Corporation (CCOC) is a community-based non-profit organization with a mission to create, maintain and promote affordable housing. CCOC is directed by volunteers—tenants and community members—who make up our Board of Directors and committees.

Each year in May, CCOC's membership elects new board members at the 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 18, 2023.

We especially encourage candidates from under-represented communities, including those who identify as Black, Indigenous, People of Colour (BIPOC), people with disabilities, new Canadians, youth, seniors, those who use social assistance or receive subsidies, and those from the LGBTQIA2S+ community.

CCOC is actively committed to anti-oppression and equity work and Indigenous reconciliation, as identified in our [anti-oppression statement](#). 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.

For more information, please contact Emma Fox, Executive Assistant, at 613-234-4065, ext. 238 or emma.fox@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.

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.

CCOC has a Covid-19 Vaccination Policy that applies to all in-person volunteers.

Specific Board responsibilities include:

- Advancing vision and direction
- Attending to legal affairs
- Overseeing financial management to ensure CCOC can carry out the 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
- Contributing to work that matters to you and your community
- Gaining experience in non-profit housing and in non-profit governance structures
- Advocating with the community on political, social, and environmental issues
- 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. Board meetings take place at CCOC's office, located at 415 Gilmour Street, Suite 200 (wheelchair accessible).
- 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.
- CCOC can cover your costs of family care and transportation if needed. Just ask!

At CCOC, while we do actively commit to anti-oppression, equity work and Indigenous reconciliation, we also recognize that our current Board does not fully reflect the diversity of backgrounds, identities, and life experiences among our tenants and community. 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 14: Send us your bio

Send Hannah a 100-word bio about why you are running for the Board by **Thursday, April 14**. We publish a list of bios in the May NewsNotes. [Click here](#) for examples of last year's bios. If you miss the April 14 deadline, you will still have an opportunity to present a candidate statement at the Annual General Meeting.

April 19: Sign up for a free CCOC membership

All Board candidates must be CCOC members for at least 30 days before the AGM. 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 form or email engagement@cchohousing.org.

May 13: Answer two candidate questions

All candidates will be asked to record a video answering two questions about why they would like to join the Board. Candidates will receive the same two questions in advance, and CCOC staff will schedule a time that works for you to record your answers. Your recorded answers will be played during the CCOC AGM so members have a chance to learn a little more about you.

May 19: Attend the Annual General Meeting

When: Thursday May 19, 2022 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.