
ABC Housing Co-operative

Board of Directors - Job Description

For board composition, director qualifications and terms, election or appointment of officers and filling director board vacancies, refer to Rules 17 Directors, 18 Election, appointment and removal of Directors, and 21 Officers.

Source of authority:	Elected by the members at the Annual General Meeting
Composition:	Seven (7) directors and no less than three (3) directors
Term of office:	Two consecutive two-year terms or portions thereof


Purpose

The board of directors is responsible for the overall governance and management of the co-op.

Governance

The board will:

1. Make sure the co-op complies, in order of precedence, with:
 - the *Cooperative Association Act* and other relevant laws,
 - the co-op's Memorandum of Association, Rules and Occupancy Agreement,
 - policies adopted and approved by the co-op and,
 - decisions taken by resolution of the board or members.
2. Ensure the co-op meets its obligations and enforces its rights under any contract or agreement, including any agreement with BC Housing.
3. Guide and support committees and staff in operational decision-making.
4. Plan, call and make arrangements for general meetings.
5. Communicate with members and keep members informed.
6. Develop and implement co-op policy in consultation with members.
7. Approve new members and make sure an effective member selection process is in place.

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8. Develop and implement plans to build and maintain a democratic, stable, and healthy community and pay attention to the social and community needs of members.
 9. Provide education and training for members, committees, board and staff.
 10. Ensure that the co-op works with other co-ops to strengthen the cooperative sector.
 11. Have directors sign the ethical conduct declaration annually.

Finance/maintenance

The board will:

1. Monitor and manage co-op finances in a fiscally responsible way.
2. Develop and implement plans to ensure short- and long-term maintenance of buildings and grounds.
3. Develop and implement plans for the long-term financial viability of the co-op.
4. Invest co-op funds prudently.
5. Make sure the co-op is adequately insured.
6. Make sure the co-op remains an affordable housing option for current and future members.

Employees/contracts

The board will:

1. Hire and supervise management staff, contractors and/or employees.

Delegation of authority

Committees

The board may:

1. Delegate any parts of its authority to committees of the directors if it thinks fit (refer to Rule 20.1 Committees of Directors).
2. Authorize advisory committees to administer policies and budget lines. Advisory committees may make recommendations to the board and/or to the membership for approval, but committees may not assume board responsibilities (see separate committee job descriptions). The board remains accountable for the overall operation and management of the co-op.



Individual directors

3. Directors work as a group or “board of directors.” No one director has more power than another, not even the chairperson or president. Directors make decisions as a group. Individual directors do not have special powers to act alone.
4. Sometimes the board of directors will authorize one or more of the directors to perform a specific duty. That director is then acting for the board, not alone.

Referenced Documents and Relevant Resources

- Co-op principles
- Ethical conduct declaration
- Rules of order for co-op meetings
- Meeting agreements
- Co-op meetings in brief
- General meetings and your co-op Rules at a glance
- PIPA tools – where to find them
- Co-op Rules
- All co-op policies

Effective date May 15, 2025