
ABC Housing Co-operative

CHF BC Delegate - Job Description

Purpose


- The CHF BC Delegate is responsible for representing the co-op at CHF BC general meetings and sharing information from CHF BC with the co-op's board and the general members.

Responsibilities

1. The CHF BC Delegate represents the co-op at the Annual General Meeting (AGM) in the fall and the Semi-Annual General Meeting (SAGM) by:
 - a. registering for the event and attending as the co-op's delegate
 - b. bringing another member as an Alternate Delegate where feasible
 - c. voting on meeting motions, e.g. approving the agenda, receiving reports.
 - d. voting in elections for the CHF BC Board of Directors (AGM), as directed by the co-op's board
 - e. voting to approve CHF BC member dues (SAGM)
 - f. reporting back information from the meetings to the co-op membership.

If the approved Delegate is unable to attend, they should find another member to act as delegate, with the approval of the co-op board.

2. Coordinate members' engagement with CHF BC events
 - Coordinate co-op members to attend the CHF BC Spring and Fall education conferences.
 - Coordinate co-op members to attend CHF BC hybrid or virtual events.
3. Review the minutes of CHF BC meetings and other information sent to the co-op and regularly check the CHF BC website at www.chf.bc.ca.
4. Subscribe to CHF BC's main newsletter to ensure you keep up to date with important sector information. <https://www.chf.bc.ca/newsletters/>.

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5. Make reports to the co-op to inform the members and directors of CHF BC activities, education opportunities, and ongoing services such as:
 - a. Co-op Sector news
 - b. sponsorships for youth to attend the YES Camp
 - c. nominations for the Century of Co-operation Awards
 - d. scholarships for higher education
 - e. CHF BC free and paid webinars
 - f. member events like the annual BBQ
 - g. discounted services for the co-op and its members
 - h. other information as needed.
 6. Ensure that CHF BC posters and information are distributed to your co-op members.

Notes

- CHF BC's Annual General Meeting is usually held on the third Sunday in November.
- The Semi-Annual General Meeting is usually held on the last Sunday in May.
- Contact CHF BC's Manager of Governance and Member Engagement or the CHF BC member inquiry line (members@chf.bc.ca), if you have additional questions about this role.

Effective date May 15, 2025