



CHFT

CO-OPERATIVE HOUSING
FEDERATION OF TORONTO

Serving co-ops in Durham, Toronto and York Region.

Portable Workshop Topics - 2020

Brief Workshop Descriptions

CO-OP BOARDS

What makes a good board? (evening)**

The board is responsible for overseeing the business of the co-op. However, there is a lot more to the job than that. We'll give you the critical information on what every good board needs to know.

- what the board is responsible for achieving
- making the board/manager and the board/committee relationships work
- the board's basic legal obligations
- what makes a good board meeting, and
- what it takes for a board to achieve sound management and good governance

What makes a good director? (evening)**

Are you new to the board or considering running for election? You'll learn what goes into making a good director. We'll cover:

- why good directors are first good members
- how you can contribute to the results your board needs
- what every director needs to know about their basic legal duties, and
- the qualities principled leaders possess to practice good governance.

**** These two workshops combine to make the full day board workshop.**

MEMBERSHIP

Keep your units full (evening)**

Some co-ops have had trouble avoiding vacancy loss. Empty units represent lost revenue that you can never get back. There are lots of creative ways that you can compete with the private sector while still keeping your co-op identity. This workshop will look at advertising, the application process, making your co-op more attractive and responding to criticisms.

Interview techniques (evening)**

What sets co-op housing apart from other types of non-profit housing? Is co-op housing right for me? Many co-ops are changing the way they conduct interviews so that more time is spent giving information, rather than trying to get information from them. This workshop will outline what information you should provide to help applicants make the best decision.

**** These two workshops, plus a little more, combine to make the full day membership committee workshop.**

GENERAL TOPICS

Beyond participation (*evening*)

Which one of the co-operative principles talks about participation? None of them! The principles do talk about building community. In this workshop, we will help you stop worrying about which members are participating and switch your focus to the best ways to build community.

Chairing skills (*evening*)

Chairing is a special skill that involves more than following rules of order. It requires training and practice in building consensus, ensuring that all the opinions get heard, knowing when and how to push for a decision and when to seek more information. The chair also needs members to do their part by staying on topic, listening carefully and treating others with respect. This workshop will review:

- the role of the chair
- some chairing techniques
- simplified rules of order.

Yikes! I'm the treasurer (*evening*)

This workshop is for co-op treasurers, signing officers and other directors who want to learn about their financial responsibilities. Luckily, you don't need to be a financial expert to be a co-op treasurer but you do need to know:

- about signing cheques
- how to confirm a bank reconciliation
- what questions to ask about financial statements.

Choose this workshop and we'll discuss these topics and more and help you be the best co-op treasurer ever.

Committee Functioning (*evening*)

Co-ops use committee to make decisions and carry out tasks. We will discuss the role of the committee, committee job descriptions, and communication with the rest of the co-op. This workshop will also look at problems that committees may have and look for ways to overcome or prevent them.