



**CHFT**

CO-OPERATIVE HOUSING  
FEDERATION OF TORONTO

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

# **2024 Portable Workshop Topics (in-person and virtual)**

# Workshop Descriptions

## CO-OP BOARDS

Each workshop runs for approximately two and a half hours. The *Board basics* workshop provides a high-level overview of the board's job. *What makes a good board?* and *What makes a good director?* go into more depth and have more room for discussion. They can be combined to make a six-hour workshop.

### **What makes a good board? (2 ½ hours) \***

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? (2 ½ hours) \***

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 need to practice good governance.

*\* These two workshops combine to make the full six-hour board workshop.*

### **Board basics (2 ½ hours)**

This workshop is designed for new board members or members who are considering running for the board. We will discuss

- a brief overview of the roles and responsibilities of the board,
- the governance structure of a housing co-op, and
- an overview of legal responsibilities.

## MEMBERSHIP

### **Membership committee (2 ½ hours) \*\***

The membership committee's job is one of the most important ones in a co-op. The committee members are often the first members that applicants come in contact with.

In this workshop we will

- discuss what makes a good member selection process,
- review the impact of the human rights code, and
- discuss techniques for interviewing.

### **Interview techniques (2 ½ hours) \*\***

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 combine to make the full six-hour membership committee workshop.*

## FINANCE

### **Yikes! I'm the treasurer (2 ½ hours)**

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 and bank reconciliation, and
- 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.

### **Understanding your co-op's audit (2 ½ hours)**

Have you ever looked at your co-op's audited financial statement and just seen a sea of numbers? If so, this workshop is for you! We will go through a sample audit and show you what to look for. We'll take you through the

- independent auditor's report,
- statement of financial position,
- statement of operations,
- statement of subsidy reserve, and
- statement of reserve for future capital replacement.

## GENERAL TOPICS

### **Committee functioning (2 ½ hours)**

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.

### **Beyond participation (2 ½ hours) *This workshop is only available in-person***

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 (2 ½ hours) *This workshop is only available in-person***

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, and
- simplified rules of order.

## BOOKING A WORKSHOP AND FEES

You can book a workshop by emailing Vaijomiy at [reception@coophousing.com](mailto:reception@coophousing.com). Please provide us with 2 or 3 dates that are at least 3 to 4 weeks in advance of when you want the workshop. Let us know what time of day you want the workshop. Workshop facilitators can lead workshops on weekdays or weekends. We are available for daytime workshops or evening workshops. Typically, our weekday workshops are from 7:00 pm to 9:30 pm. Our weekend workshops are usually from 9:30 am to 12:00 noon or 9:30 am to 3:30 pm. However, we can work with your schedule.

### **Fees**

Two-and-a-half hours	\$396.00 plus HST	= \$ 447.48
Six hours	\$792.00 plus HST	= \$ 822.96

Co-ops that are not members of CHFT pay fees that are double the above fees.