November 10, 2026

Independent External Chairperson

Job Description

CHFT
CO-OPERATIVE HOUSING FEDERATION OF TORONTO
Serving co-ops in Durham, Toronto and York Region.

1. Position Purpose

The Independent External Chairperson provides impartial chairing services for Annual General Meetings, Special General Meetings and other members' meetings as required.

The Chairperson ensures meetings are fair, orderly, efficient and consistent with Ontario law and the Co-operative's articles, bylaws, policies, rules and meeting procedures. The role supports democratic participation and sound governance while remaining neutral and independent.

2. Key Responsibilities

- Review agendas, materials and governing documents before meetings.
- Chair meetings impartially and efficiently, keeping discussion balanced, focused and on time.
- Apply the *Co-operative Corporations Act, 1990* (Ontario) and the Co-operative's governing documents consistently.
- Remain independent of the Board, management, individual members and interest groups.
- Treat participants respectfully and protect confidential information.

3. Required Qualifications

- Knowledge of Ontario non-profit housing co-operative governance and the *Co-operative Corporations Act, 1990*.
- Experience chairing AGMs, membership, Board or comparable governance meetings.
- Strong facilitation, communication and conflict-management skills.
- Impartiality, sound judgment and discretion with confidential information.

Training is available for selected candidates. Candidates with a strong foundation in facilitation and governance who are less familiar with co-operative housing will be supported with training. Qualifications in governance, mediation, facilitation or co-operative housing are assets.

4. Compensation

- Remuneration: $60.75 per hour. Reviewed annually
- Up to 2 hours travel time billable at $60.75 per hour and mileage billable at $0.70 per mile.

5. How to Apply

- Submit a brief resume or statement of interest describing your governance and chairing experience.
- **Send applications to reception@coophousing.com by 4pm on November 24, 2026.**