

# Beechwood Co-operative Homes Inc.

## Guidelines for Committees Policy

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### Section 1: Policy Purpose

The purpose of this policy is to:

- 1.1 Establish guidelines for the operation of Co-op committees

### Section 2: Our Commitment to Accountability

- 2.1 Each committee of the Co-op is accountable to the General Members through their elected representatives, the Board of Directors.
- 2.2 Approval of the Board is required in order to establish a committee of the Co-op.
- 2.3 Regular reports to the Board and Members will be expected of all committees.

### Section 3: Types of Committees

#### 3.1 Standing Committees

Standing committees are permanent committees that have been given a mandate by the Board of Directors to perform specific functions that contribute to the social and operational well-being of the Co-op. Standing committees operate from year to year.

#### 3.2 Ad hoc Committees

Ad hoc committees are formed for a special, short-term purpose. They are disbanded when that purpose has been served.

### Section 4: Participation on Committees

- 4.1 The Community Co-ordinator shall be an ex-officio member of all committees.
- 4.2 It is hoped that every member will be able to participate with enthusiasm in the activities of at least one committee.

## Section 5: Committee Membership

- 5.1 Attendance at three consecutive meetings will confer voting rights on the members.
- 5.2 Failure to attend three consecutive meetings may result in the loss of voting privileges.
- 5.3 The selection of a chairperson is encouraged at each meeting.

## Section 6: Operation of Committees

- 6.1 All committees are encouraged to operate by consensus. To do so, it may be necessary to delay an action until a compromise can be found which all the participants can support. This shows respect for the opinions of all the participants.
- 6.2 The role of the Chair will be to assist the committee in problem-solving and decision-making so that meetings are orderly and well-mannered. Setting a time limit for meetings encourages participants to stick to the business on the agenda. In addition the Chairperson is responsible for the preparation and posting of the agenda.
- 6.3 To encourage participation, the date, time and agenda of all committee meetings are to be posted in the Community Centre at least 10 days in advance for the full membership.
- 6.4 Minutes of meetings, including decisions and recommendations, should be circulated to all participants, the Co-ordinator and the Board of Directors.
- 6.5 All committee members have a responsibility to welcome new arrivals, share information and encourage their continued participation.
- 6.6 All committees are to establish a regular time, place and frequency for meetings.

Adopted by the Board of Directors: June 28, 1994

Confirmed by the Membership: February 23, 1998