

Peterborough Co-operative Homes Inc.

MEMBERSHIP COMMITTEE

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(1) Committee Duties and Responsibilities:

- (a) To interview applicants to establish whether or not they meet the criteria for membership and to provide applicants with information about Peterborough Co-operative Homes Inc.
- (b) To make recommendations to the Board of Directors on acceptance or rejection of applicants.
- (c) To maintain internal and external waiting lists.
- (d) To offer units as they become available to applicants from the external waiting list and to arrange to show the unit to the applicants.
- (e) To propose and update Membership Policies for the Board and member's approval.
- (f) To maintain confidentiality of personal information about applicants.
- (g) To provide the Board annually (shortly after the annual Board election) with a list of current committee members and the positions they hold on the committee.
- (h) To keep the Board and members informed about the committee's activities and membership related policies.
- (i) To maintain a set of files and minutes related to the work of the committee.
- (j) To identify and provide for ongoing training and development of member skills in areas related to the committee's needs.

(2) Responsibilities of All Committee Members:

- (a) To attend all meetings of the committee unless prevented from doing so due to ill health, or by work or family commitments. When unable to attend a committee meeting, to inform the chairperson, or someone in the co-op office, as far in advance as possible of the meeting.
- (b) To give written notice if resigning from the committee.
- (c) To prepare for meetings by reading background information which has been provided.
- (d) To take on an equal share of tasks and to carry out any specific duties as assigned by the committee.
- (e) To contribute constructively to the preparation of the agenda and decision making at committee meetings.
- (f) To be familiar with and to follow the policies and procedures as adopted by the Board and the general members.
- (g) To respect the confidentiality of matters considered by the committee or to which the committee has access.
- (h) To share in the responsibility of carrying out interviews and to notify the chairperson

within 3 days if unable to fulfil this responsibility.

- (i) To declare a conflict of interest and decline from interviewing close friends or relatives.
- (j) To make decisions which are in the best interests of the co-op.

(3) Specific Assignments:

The committee will elect annually from amongst it's members, a chairperson and a secretary.

(a) The chairperson's responsibilities will include:

- (i) Calling meetings as necessary and ensuring that committee members are notified of each meeting.
- (ii) Preparing an agenda for each meeting in consultation with the secretary, other committee members and the co-ordinator.
- (iii) Calling the meetings to order and chairing the meetings or arranging for another committee member to chair in your absence.
- (iv) Ensuring that clear decisions are made on each item of business and that all committee members have an opportunity to speak.
- (v) Ensuring that committee recommendations concerning membership applications are forwarded to the Board for approval.
- (vi) Ensuring that confidentiality is maintained wherever appropriate and that committee members are aware of and maintain their responsibilities in this regard.
- (vii) Ensuring that new committee members are integrated into the committee and are provided with all necessary information and training they need to become an active committee member. Each committee member will be provided with a committee handbook.
- (viii) Actively pursuing committee skill enhancement courses or other related material.
- (ix) Ensuring that periodically the committee reviews policies, procedures and committee functioning and to ensure that committee members are familiar with the same.

(b) The secretary's responsibilities shall include:

- (i) Ensuring that all policies and procedures adopted by the Board and members are followed by the committee.
- (ii) Taking minutes at each committee meeting.
- (iii) Ensuring that a copy of the minutes is placed in the co-op's files and that a copy is distributed to each committee member and the co-op co-ordinator within 2 weeks of the meeting.
- (iv) Preparing the committee report for the monthly general member's meeting.
- (v) Preparing the committee's report for the Board of Directors outlining the committee's

recommendations. This is to be done following each committee meeting at which membership applications have been considered.

- (vi) Assisting the chairperson in preparing the agenda and notifying the committee members of upcoming meetings.
- (vii) Keeping track of committee handbooks and ensuring that new committee members are provided with an up to date copy.
- (viii) Keeping an up to date record of committee members.

(c) Other Committee Assignments Include:

- (i) Interviewing:
  - (1) Scheduling and organizing interview times for applicants.
  - (2) Interviewing applicants.
- (ii) Waiting Lists:
  - (1) Maintaining and updating internal and external waiting lists in accordance with the guidelines set out in the Occupancy and Waiting List Policy and Procedures.

## II - Application & Selection Procedures

The following procedures will be followed when processing applications.

- (1) The applicant shall:
  - (a) Submit an application, including all information required in a form determined to be appropriate by the co-op.
  - (b) Pay a non-refundable application fee of \$10.00 which will be used to offset the cost of doing a credit check on the applicant. Pay a membership fee of \$5.00 per adult member.
  - (d) Submit to a credit check and landlord reference check which will be conducted by the co-ordinator.
- (2) The co-ordinator shall:
  - (a) Receive the application form.
  - (b) Ensure that application forms are complete.
  - (c) Add the applicant's name to the waiting list and forward a copy of the application form to the Membership committee, without the financial details section, for interview.

- (d) After receiving word of a recommendation to the Board about an applicant, conduct a credit check and a previous landlord check to accompany the Membership committee's recommendation.

A credit check will be done on each adult member of the household. If the applicant disputes the findings of the credit check, they will be informed that they should discuss the matter with the Credit Bureau.

- (f) Inform applicants, in writing, of the Board of Director's decision to accept or reject the applicant. Notification will be by form letter designed by the committee for that purpose. The letter of rejection will advise applicants of their right to appeal the Board's decision and the procedure for doing so.

#### IV - Interview Procedure

- (1) The purpose of the membership interview is to:
  - (a) Give the committee the opportunity to assess whether the applicants meet the selection criteria.
  - (b) Clarify how the co-op is organized and the rights and responsibilities of membership.
  - (c) Allow applicants to ask questions about the co-op.
- (2) The following procedure will be used in regards to interviews:
  - (a) Interview times will be arranged so that they are mutually convenient for the applicants and the interview team.
  - (b) Two committee members will conduct the interview.
  - (c) Interviewers shall not interview close friends or relatives.
  - (d) The questions on the interview forms will be asked at each interview to ensure that interviews are consistent and complete. Interviewers should ask clarifying questions whenever they feel it is appropriate.
  - (e) Interviewers will report back to the committee as a whole in writing using the interview summary form and will make a recommendation to the committee based on their assessment of the membership criteria.
  - (f) Interviews will be conducted in the home of the applicant unless circumstances warrant otherwise.
  - (g) The committee shall decide, as a group, what to recommend to the Board of Directors.

#### V - External Waiting List Procedures

The purpose of the external waiting list procedure is to establish systems for dealing with applications that the co-op receives when units are not available and applications that result from advertising to fill specific units. The

process is as follows:

- (a) All applications received by the co-op will be stamped with the date received at the office and added to the external waiting list by date of application.
- (b) The waiting list will note the date that the applicant, was interviewed, was approved by the committee and approved by the Board. Units will be offered, as they become available, to the first applicant on the "approved, pending occupancy" list.
- (c) The applicant will be shown a unit. If they decide not to accept the unit they are shown, they may decline without penalty. The unit will then be shown to the next person on the list. If an applicant rejects the second unit they are shown, they will be removed from the waiting list.
- (d) Applicants needing housing charge assistance will not be contacted if subsidy money is not available.
- (e) If no external waiting list exists, the committee will advertise for individual units as they become available.

Membership Procedures Approved by:

Membership Committee on the 11th day of February 2004.  
The Board of Directors on the 3rd day of March 2004 .

Changes approved by the Board of Directors : May 16, 2011