



**CHFT Board of Directors  
2025 Nomination Form**

*Please print*

I would like to nominate

Name \_\_\_\_\_

Co-op \_\_\_\_\_

Nominated by

Name \_\_\_\_\_

Co-op \_\_\_\_\_

Phone \_\_\_\_\_

Candidates are asked to prepare a one-page biography. Please send your nomination form, biography and signed Director's Agreement to Jackie Borges Briones by **Wednesday, April 2, 2025.**

The Co-operative Housing Federation of Toronto recognizes that its members represent diverse communities. This variety of skills, experiences, backgrounds, abilities, ideas, and identities is the strength of co-op housing. CHFT encourages people from these diverse communities to be part of our leadership.

CHFT encourages all nominations.

**CHFT • 658 Danforth Avenue • Suite 306 • Toronto • ON • M4J 5B9 • [www.chft.com](http://www.chft.com)**

**Schedule A**  
**Director's Agreement**

**Co-operative Housing Federation of Toronto Inc.**

I agree to be a director of CHFT.

I agree that any director can participate in a Board meeting by telephone or other communication equipment as long as all persons in the meeting can hear each other.

I agree to

- act honestly, in good faith and in the best interests of CHFT at all times
- attend all Board and members' meetings, unless excused by the Board
- prepare for all meetings
- keep confidential any private information about the affairs of CHFT, its members or staff. This applies both while I am a director and after I am no longer a director.
- support the policies and positions adopted by the Board when in public
- publicly support CHFT's plans and programs
- perform my duties in the interest of CHFT and not in my own interest
- avoid any possible conflict of interest.
- perform all financial duties that I have to my own housing co-operative and remain in good standing with my own housing co-operative.

I acknowledge that I am not considered to be in good standing with my own housing co-operative

- (a) if my membership and occupancy rights are terminated under the *Co-operative Corporations Act*. In this case I will automatically cease to be a director of CHFT. This takes effect on the date stated in the Board resolution for terminating my membership and occupancy rights or any extended date in relation to an appeal to members as stated in the *Co-operative Corporations Act* and the co-op's by-laws.
- (b) if I am not in good financial standing. In this case the CHFT Board may remove me from the Board. Good financial standing means that I do not owe any money to the co-op, other than:
  - (i) The current month's housing charges;
  - (ii) Scheduled payments of a member (or security) deposit or member loan; and
  - (iii) Arrears for which there is a repayment agreement with the co-op. This only applies if the total amount owing under the repayment agreement is less than one month's housing charges.

I agree that if I have any question about any of the above, such as if I have a conflict of interest, I will bring it up at the CHFT Board and act as the CHFT Board decides.

I authorize my housing co-operative to give CHFT information about whether my membership and occupancy rights have been terminated and whether I am in good financial standing.

If I break this agreement or am not in good standing with my own housing co-operative, I agree to resign from the CHFT Board in order to save myself and CHFT the trouble and embarrassment of taking proceedings to remove me from the Board.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Article 4: Board of Directors

### 4.01 Powers and Duties of the Board

- (a) The Board exercises all the powers of CHFT. The only exceptions are those things which the by-laws or any other law say must be decided by the members at members' meetings.
- (b) The Board must obey the *Co-operative Corporations Act*, the *Articles of Incorporation* and the by-laws of CHFT.
- (c) The Board can act only by making decisions at Board meetings that meet the requirements in this By-law.
- (d) The Board's responsibilities include
  - recommending an annual budget for approval by the members
  - changing the approved budget when necessary
  - recruiting new members to CHFT
  - approving applications for membership in CHFT with the agreement of the members
  - recommending a member services program to the members
  - making sure that members can get education on how to participate fully in CHFT and in the co-operative movement
  - making sure members have the means to exchange information
  - keeping track of the achievements of the members services program and recommending improvements to it
  - co-ordinating and directing all volunteer committees
  - setting the agenda for all members' meetings and reporting the Board's activities to each meeting
  - organizing CHFT efficiently and defining the responsibilities of everyone clearly hiring, dismissing, and directing employees and deciding their pay rates

- approving and keeping track of an annual work program for employees
  - setting fee schedules and prices
  - adopting management policies and making sure that there are adequate procedures for the management of CHFT
  - promoting the activities and services of CHFT
  - making sure that CHFT participates in the broader co-operative movement
  - taking action and recommending actions and policies to the members on issues that concern housing co-operatives, and
  - promoting co-operative housing to government and the public.
- (e) The Board can give employees of CHFT whatever authority it sees fit to manage the business of CHFT.

#### **4.03 Qualifications**

- (a) Members must not elect a director who is
- under eighteen years of age
  - in bankruptcy, or
  - mentally incompetent.
- (b) A director must be a member, director, or officer of a corporate member of CHFT.
- (c) A majority of directors must be resident Canadians.
- (d) A director must leave office if that director no longer meets any of the above qualifications. When a director is disqualified, the members who belong to the group that elected that director can elect a new director at a general meeting.