

Board Composition and Succession Plan

Purpose of Plan

- a. To ensure that the Board is composed of persons who collectively are fit and proper to govern the Co-op with prudence, integrity and professional skills.
- b. To define the Board Composition and Succession Policy which guides the, shape and constitution of the Board and the identification and selection of suitable candidates for appointment to the Board.
- c. To provide a framework for appointment to and retirement from office as President, Vice President, Secretary, Treasurer and Director of the Board or member of a Board Committee with a view principally to securing the required quality and continuity of the co-op's direction and purpose.

Methods

Seven Directors for whom four will constitute a quorum will be elected by the members. The elections will take place at the annual meeting.

The Board will strike an Election Committee or appoint an Election Officer prior to the election of directors to publicize the upcoming elections and to seek candidates and educate members in the duties and responsibilities of the Board.

The Board will support and educate new leaders.

The Board will extend educational opportunities to the general membership in order to encourage new leaders.

The Board will offer members the opportunity to take CHF Canada's online Board Basics.

The Board will send Board reports to members periodically and will include one in each member's meeting.

The Board will invite throughout the year interested members to training sessions and Board meetings.

Staff will help get the word out that the co-op is looking for leaders including youth and will promote the election meeting.

Staff will publicize the elections prior to the meeting by sending out information using the co-op's newsletter.

Staff will educate members by sending out memos about the role and responsibilities of the Board.

Staff will post minutes for Board Meetings so members can review them.

The qualifications to act as a director include:

- The member must be eighteen years of age; no undischarged bankrupt or mentally incompetent person may be a director.
- The elected member has to be present and in good standing.
- All elected members will sign confidentiality and a conflict of interest agreements.
- Be a team player
- Be fair and ethical
- Be willing to learn
- Be trustworthy
- Be able and committed to fulfilling board responsibilities.