

COMMITTEE

JOB DESCRIPTIONS

BOARD OF DIRECTORS MANDATE AND ORGANIZATION

GOALS

- to ensure the efficient functioning of the co-op on an ongoing basis
- to encourage a fully informed and participating membership
- to further the principles of co-operation in the co-op and the larger community
- to ensure that leadership is democratic and works to the benefit of the co-op

RESPONSIBILITIES

- to ensure all required documents and reports are submitted to government agencies as required
- to ensure that the membership as a whole is involved in major decisions affecting the co-op
- to ensure that policies set by the membership are fairly and efficiently administered
- to ensure that members are given the information and education needed to make informed decisions
- to act on behalf of the membership as a whole and to the benefit of the co-op
- to ensure that individuals are not subjected to discrimination for any reason
- to ensure confidentiality is maintained
- to ensure that meetings are democratic and well run
- to ensure that all legal documents and financial requirements of the co-op are fulfilled
- to ensure that committees are in place and functioning
- to ensure staff, management and hired professionals are fulfilling jobs and roles as contracted
- to ensure continuity of the Board and committees on an ongoing basis
- to ensure that conflict is dealt with in a productive and democratic manner
- to encourage processes that lead to/participation and open communication among members
- to represent the interests of the co-op in the community

SOURCE OF AUTHORITY

- **GENERAL MEMBERSHIP:** as outlined in the Co-op Association Act:- Rules of Dundee Court Housing Co-op, The occupancy agreement and the House rules and policies

ORGANIZATION AND COMPOSITION

As elected by the General Membership at the Annual General Meeting as outlined in the Rules of Association.

PRESIDENT

- calls meetings (Board and General Membership)
- sets agendas
- chairs meetings
- signs documents
- represents the co-op in official capacity
- oversees the overall co-ordination of the co-op

VICE-PRESIDENT

- assumes duties of the President when necessary
- signatory
- other specific duties as assigned

SECRETARY

- records minutes
- ensures that minutes are filed and distributed (Board and Committee minutes)
- ensures minutes books are kept up to date
- signs documents as required
- handles correspondence as required
- other duties as assigned

TREASURER

- Ex-officio member of the Finance Committee
- ensures financial records are adequately maintained through liaison with the co-ordinator to oversee the financial areas of the co-op
- to report to the Board and General Membership on the finances of the co-op
- signatory

MEETINGS

Frequency: once a month, more often if required

RESPONSIBILITIES OF BOARD MEMBERS

- to attend all meetings or notify the chair of unavoidable absence
- to become familiar with all legal and financial documents
- to act on behalf of the co-op in all decisions before considering own needs or interests
- to maintain confidentiality
- to represent the co-op in a positive way
- to declare any conflict of interest and abstain from voting in such cases

SPECIFIC TASKS

- to hold board meetings on a regular basis
- to report to the General membership on a regular basis
- to ensure reports to the membership are accurate and understandable
- to provide information and recommendations to the General Membership
- to sign all legal documents on behalf of the co-op to ensure that contractual obligations to the co-op are fulfilled
- to approve expenditures and sign cheques
- to approve members to the co-op
- to co-ordinate the responsibilities and tasks of committees
- to provide direction to the management in clear and easily definable terms
- to co-ordinate long term planning for the co-op to take appropriate steps to ensure co-op rules, policies etc. are followed
- to handle correspondence, both internal and external

NOTE

Board responsibilities may be delegated by the Board to committees, staff or other volunteers.

Board tasks are those items which cannot be delegated.

EDUCATION COMMITTEE JOB DESCRIPTION

PURPOSE:

To provide for the ongoing education of the co-op's members, Board of Directors, committees and staff in order to help the co-op run efficiently.

COMPOSITION:

No more than nine members.

DUTIES AND RESPONSIBILITIES:

- to notify the board, committees and staff of courses and workshops which may be of interest to them
- establish and maintain a co-op library
- to carry out education programs in response to identified needs of the co-op
- to send a delegate and observer to meetings of CHF/Canada and CHF/BC
- to arrange semi-annual forums of committee chairpersons and the board each April and September
- to report on the committee's activities at each general meeting and in each edition of the co-op's newsletter

LANDSCAPE COMMITTEE

Purpose

To plan, organize, direct and co-ordinate the landscaping and gardening functions, and to develop short and long range programs that will maximize the life of the landscape.

Composition of Committee

The committee should consist of the following people:

1. Chairperson/Vice Chairperson - to give direction to the committee.
2. Secretary - to take minutes
3. Key Holders - two or more members to hold keys for the Landscape room.
4. Members for the committee and/or work party.

Committee Procedures

1. The committee will meet monthly or as required.
2. Committee members are encouraged to attend meetings of the committee. Notice should be given to the Chairperson when a committee member is unable to attend a meeting.
3. The minutes and agenda will be distributed to all committee members one week prior to each meeting
4. The meetings are open to all interested members of the co-op.
5. The committee will elect a new Chairperson/Vice Chairperson and Secretary at the first committee meeting after the Annual General Meeting of the Co-op.
6. Duties for work parties will be prioritized and posted.

Specific Duties and Responsibilities

Financial

1. To oversee, develop and review all contracts with subcontracting services or paid staff pertaining to the co-op landscaping.
2. Develop a budget annually and work within it.
 - check on spending monthly
 - have some flexibility built in for changes in priority.

Improvements and Alterations

1. To develop draft policies, guidelines and procedures for regular inspections of common areas for the purpose of determining viability of the trees, shrubs and lawns needing replacement, or improvements required for the continued wellbeing of the landscaping. This shall be subject to the approval of the Board of Directors and General Membership.
2. Weed areas not designated as job requirements of co-op members.
3. Prune shrubs and trees in common areas as required, usually in the winter season when plants are in their dormant state.
4. The landscaping committee is responsible for any improvements or alterations of the landscaping in all common areas, as allowed for in the committee's annual budget.
5. The landscaping committee is responsible for any improvements or alterations to co-op trees in all common and private areas where neglected.

Equipment

1. To ensure that the co-operative's landscape equipment is properly inventoried and maintained.
2. All landscape committee members shall sign out all equipment borrowed from the landscape room and return equipment to the room before they return the key to the designated keyholder/s.

Communications

1. To co-ordinate volunteer work parties as required. A committee member will be appointed as work party co-ordinator.
2. To report to the Board any infractions of the rules regarding the grounds, both private and common.
3. To liaise with the other committees as required.
4. To develop policies, guidelines and procedures for the following:
 - a. Alterations to Unit landscaping.
 - b. Member/Co-operative financial responsibilities for unit and common landscape.
 - c. To make individual members aware of their own responsibilities regarding landscaping maintenance of their individual gardens.
5. To process major applications or changes to unit landscaping, recommend acceptance/rejection of applications to the Board of Directors, monitor alteration project completion dates.
6. To respond to suggestions through written submission pertaining to Co-op landscaping.
7. To present proposed changes regarding landscaping to the General Membership.

Members Responsibilities

1. Residents are not to remove existing co-op plants or trees without the approval of the
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landscaping committee and Board of Directors.

2. City water rules to be followed.
3. Water and weeding as necessary to private areas to maintain the integrity of the co-op.
4. Environmentally safe products are encouraged to be used for fertilizing and insect control.

MAINTENANCE COMMITTEE JOB DESCRIPTION

OBJECTIVES:

1. To maintain a sound building structure.
The Maintenance Committee will co-ordinate a program to ensure that the co-operative is physically maintained to an optimum level, free of defects and safe and secure for all members.
2. To keep mechanical systems and services in good functioning order.
The Maintenance Committee will co-ordinate regular inspection and upkeep of all maintenance systems.
3. To ensure standards of cleanliness.
The Maintenance Committee will co-ordinate programs to ensure that common areas and exteriors are well maintained.

AREAS OF RESPONSIBILITY:

1. To create and monitor the co-op's maintenance program to maximize the life of the buildings, grounds and common equipment.
2. To report to the Board and General Membership on a regular basis on the progress and problems of the program.
3. To set goals and formulate policies concerning maintenance for recommendation to the Board and General Membership.
4. To supervise both paid and volunteer labour and to recommend hiring/firing policies to the Board.
5. To recommend yearly maintenance budget and keep records of expenses.
6. To act as an information and skill sharing resource and to educate members on maintenance matters.

SPECIFIC TASKS:

1. Routine Maintenance includes: common areas and exteriors, garbage, upkeep of mechanical systems, lawn cutting, minor repairs, etc.
2. Unit Maintenance includes: standards of care and instruction for carpet cleaning, painting, care of flooring, appliances, etc.
3. Inspections include: the Move-in, Move-out & Annual.

4. Repairs and improvements include policies and procedures for same, with information on what areas the co-op is responsible for and what areas the members may do without authorization. Also includes instruction for minor repair.

MEMBER RELATIONS COMMITTEE JOB DESCRIPTION

THE COMMITTEE'S PURPOSE AND OBJECTIVES ARE:

1. Not to be first choice in the resolution process
2. Act as a neutral body
3. Defuse member to member problems
4. Work for all members equally
5. Assist in maintaining mutual respect
6. Encourage harmonious community relations
7. Maintain standards and regulations of our co-op
8. Assist members to deal objectively with problems
9. Assist members in resolving the disputes themselves
10. Offer possible solutions/recommendations

MEMBERSHIP COMMITTEE JOB DESCRIPTION

OBJECTIVES:

1. To ensure that all members have a fundamental understanding of co-op structure and their rights and responsibilities within that structure.
2. To ensure that the co-op's flow of incoming and outgoing members is handled efficiently.

AREAS OF RESPONSIBILITY:

1. To recommend policies and procedures regarding application for membership, member criteria, member selection, and rules of occupancy.
2. To maintain all waiting lists and to recommend policies regarding adequate housing.
3. To ensure all vacant units are filled as soon as possible by advertising and promoting the co-op when necessary.
4. To help maintain a positive image for the co-op.

SPECIFIC TASKS:

- find suitable members
- handle inquiries about the co-op
- receive and review all applications
- carry out credit and reference checks
- interview eligible applicants and make recommendations regarding acceptance
- advise applicants of acceptance decisions
- show units
- provide information about the co-op
- set up and carry out post move-in visits
- receive and review applications for relocation
- maintain all waiting lists
- receive membership fees
- recommend policies and procedures regarding:
 - member criteria
 - member selection
 - waiting lists
 - over and under housing
 - associate membership
 - visitors
 - unit allocation
 - transfer of unit

NEWSLETTER COMMITTEE JOB DESCRIPTION

OBJECTIVE:

To facilitate the exchange of information within the co-op.

AREAS OF RESPONSIBILITY:

To publish a newsletter on a regular basis.

SPECIFIC TASKS:

- to publish in each newsletter reports that the Board of Directors and Committees contribute
- to publish items of community interest, both within the co-op and the community at large
- to inform the co-op membership of the dates and times of upcoming co-op events (meetings, work parties, social events) either in the newsletter or on notice boards
- to make newsletter space available to those offering or seeking babysitting services
- to make newsletter space available to those wishing to buy or sell goods on a strictly non-commercial basis
- to make space available for those wishing to address the co-op membership on issues of concern to the co-op (ie: open letters)
- to deliver the newsletter to each co-op unit

PET COMMITTEE JOB DESCRIPTION

THE JOB OF THE PET COMMITTEE IS:

1. To keep an up to-date record of all Co-op pets
2. To help resolve pet problems when Co-op members ask us to, only when they cannot do so themselves: and
3. To enforce the Co-op's Pet Policy

RECYCLING COMMITTEE JOB DESCRIPTION

THE JOB OF THE RECYCLING COMMITTEE IS TO PROMOTE RECYCLING AND OTHER ENVIRONMENTALLY RESPONSIBLE PRACTICES BY:

1. Installing and maintaining recycling bins
2. Co-ordinating pick up
3. Educating General Membership and Co-op children
4. Holding regular monthly meetings

SOCIAL COMMITTEE JOB DESCRIPTION

1. To organize functions for the co-op.
2. To keep inventory of items on hand in the Amenity building.
3. To purchase supplies for the amenity building. ie: cleaning supplies, paper products etc.

BLOCK WATCH COMMITTEE OBJECTIVES AND PURPOSE

TO PROMOTE:

- crime prevention
- expansion of program to outer community of co-op
- well informed community
- foot patrol of co-op
- co-op member participation
- communication with community neighbours and the Crime Prevention Office
- encouraging adjoining blocks to enter the Block Watch program
- operation identification of co-op member's property
- security upgrading of co-op grounds
- liaise with Block Watch team 5 Police co-ordinator
- to report incidents to the police
- allow police to follow up reports: example: to allow Police to approach people and/or situations regarding Block watch reports
- the Block Watch committee cannot approach/address individuals neither in the co-op nor outside the co-op membership regarding complaints etc. These are to be addressed by the Police – as a committee we cannot act upon these

Our purpose is to assist in preventing crime by being alert, look out for each other, be aware of activity around the co-op grounds and exterior community, and to work collectively with Block Watch Team 5 Police Co-ordinator by reporting incidents and keeping police involved and members informed of incidents and suspicious occurrences. By being involved, aware and alert we can assist the Police in doing their job.

COMMITTEE MEETINGS

Meetings shall be held every other month effective January 1993. Time span between meetings is subject to increase/decrease based on need. The Committee members will assess need at each year's end either December or March, also determined by the Committee Members.

Occasional Emergency mini Meetings to be called from time to time by Chair/Co-Chair and or Block Watch Captain/Co-Captains, to immediately deal with issues of an urgent nature.

Committee Member's attendance shall be under the same policy set out for other committees, as follows:

- if a committee member is unable to attend a meeting please notify the Chair/Co-Chair or other Committee member, if possible;
- if a committee member misses 3 consecutive meetings, with exception being given to special situations brought to the attention of the appropriate persons – Committee Chair/Co-Chair, Board Member etc.

BLOCK WATCH CAPTAIN JOB DESCRIPTION

- able to pass criminal record check
- be prepared to promote Program in community
- able to communicate with neighbours and Crime Prevention Office
- genuinely interested in preventing crime in the neighbourhood
- initial training meeting (90 minutes) with Crime Prevention Oakridge office
- organize and host Block Watch meetings with outer community
- liaise with participants and with Block Watch Co-ordinator Team 5 Police officer (Oakridge detach)
- distribute decals after engraving is completed
- keep log of all break ins and attempts in the area
- welcome new members and encourage participation
- organize yearly Block Watch party
- identify participants willing to replace you in the event you wish to step down as Block Watch Captain
- to liaise with membership committee
- phoning re: Block Watch alert of assigned units
- to alert Foot Patrol and or its co-ordinators as required
- to receive calls re: victim calls and suspicious reports
- to co-ordinate and deliver bi-monthly newsletters
- attend all Block Watch committee meetings
- Chair Captain and Co-Captains will determine requirements and be responsible for purchasing necessary requirements
- to report incidents to the Police
- allow police to follow-up reports, incidents etc.
 - Example: to allow Police to approach people and/or situations regarding Block Watch reports etc.

BLOCK WATCH CO-CAPTAINS JOB DESCRIPTIONS

- able to pass a criminal record check
- be genuinely interested in preventing crime in the neighbourhood
- be prepared to constructively promote Block Watch program
- be able to communicate with your neighbours and Crime Prevention Office
- liaise with participants and with Block Watch co-ordinators
- assist Block Watch Captain where required
- receive calls re: victim/call and/or suspicious reports
- attend all Block Watch Committee meetings
- to report incidents to the Police
- allow police to follow-up reports
 - Example: to allow police to approach people and/or situations regarding Block Watch reports

BLOCK WATCH COMMITTEE CHAIRPERSON JOB DESCRIPTION

- to chair committee meetings
- to co-ordinate business/functions of committee
- to prepare agenda
- to report at General Meetings
- to liaise with Board of Directors
- to make submissions to the newsletter
- to co-ordinate tasks where required
- to liaise with Block Watch Captain

BLOCK WATCH COMMITTEE CO-CHAIRPERSON JOB DESCRIPTION

- to assist chairperson in co-ordination of committee business/functions
- to fill in – take chairperson's place at meetings, in the chairperson's absence
- to attend all committee meetings

BLOCK WATCH COMMITTEE SECRETARY JOB DESCRIPTION

- to take minutes of all committee meetings
- to type up minutes
- to deliver to all committee members
- to keep a complete binder file containing:
 - all committee meeting minutes
 - all committee agendas
 - all job descriptions
 - all subject and related issues and procedures
 - committee goals and objectives
 - related documents and information
- to submit a copy of committee minutes to the Board of Directors
- to submit a copy of the Block Watch Goals/Objectives to Co-op Manual
- abide by minutes format in minutes of committee meeting held March 25/91, clarity required, detailed, numbered according to agenda, labelled as new business, old business, etc. co-ordinated with agenda

BLOCK WATCH TREASURER JOB DESCRIPTION

- to keep a simplified bookkeeping record of expenses
- to keep committee informed of financial position
- to liaise with Board Treasurer and/or Maintenance chairperson when/where necessary
- to obtain and or pay out monies when required
- to attend all committee meetings

BLOCK WATCH COMMITTEE MAINTENANCE LIAISON JOB DESCRIPTION

- liaise with Committee by:
 - grounds physical security
 - upgrading re: lighting
 - Block Watch signs
 - Motion censors

BLOCK WATCH FOOT PATROL CO-ORDINATOR'S JOB DESCRIPTION

- to keep an updated list of all foot patrol volunteers
- to co-ordinate a schedule of foot patrol times collectively with volunteers
- to liaise with Block Watch Captain/Co-Captain and Block Watch committee
- to attend all Block Watch Committee meetings
- to report all incidents to Captain/Co-Captain
- to keep patrol volunteers informed of pertinent information
- use work list to maintain foot patrol volunteers "being sure that work list used is current"
- to ensure to the best of ability the visibility of foot patrol members
- to call occasional meetings at co-ordinator's discretion regarding volunteer's Patrol, schedule for Foot Patrol and/or other related issues

BLOCK WATCH FOOT PATROL VOLUNTEER'S JOB DESCRIPTION

- to be available for visible patrol
- to be available for agreed patrol time to patrol
- to uphold commitment made
- not essential to attend Block Watch meetings if participating on patrol
- to attend occasional Foot Patrol meetings called by the Foot Patrol co-ordinator (at their discretion) regarding Foot Patrol volunteer's schedules and/or related issues
- to call police when warranted
- to report incidents to Block Watch Captains
- to allow police to confront people/issues/situations

FOOT PATROL VOLUNTEER'S MEETINGS

Foot Patrol Volunteer's Attendance shall be under similar policy as set out for Co-op Committees as follows:

- if a Patrol Member is unable to attend a meeting, please notify your Foot Patrol Co-ordinator before the meeting if possible
- if a Patrol Member misses two consecutive meetings the Patrol Member will be asked to step down from the Patrol with exception to special situations brought to the attention of the Chair or Co-Chair of the Block Watch Committee, or the Board of Directors and/or Board Member.

BLOCK WATCH OPERATION IDENTIFICATION PROCEDURES

- is ongoing re: move ins/outs
- mark at least four or five items to validate decals
- phoners to set up marking appointments
- Captain or Co-Captain to issue decals at time of or after marking
- engravers to be made available for additional marking to members on a sign out basis with time limit
- do not use SIN # as Privacy Act limits access to info.
- do use Driver's license number
- if no Driver's license obtain and use B.C. ID – which can be obtained at a Motor Vehicle Branch

Non-participation: If a member does not wish to participate, request this in writing and keep on file. If no letter is received committee will provide notice and request initial of copy for our records.

BLOCK WATCH MARKING/IDENTIFICATION GUNS

Two Guns: Purchased by the Block Watch Committee in June 1991

1. One gun assigned to the Foot Patrol Co-ordinator
2. One gun kept with an assigned Block Watch Captain

BORROWING PROCEDURES

1. A sign-out log will be kept.
2. A member may sign out a marking gun for up to 48 hours to mark their property AFTER THEY HAVE RECEIVED THEIR BLOCK WATCH STICKER.

NOTE: 48 hour sign out time to be followed up and enforced promptly and:

New members who participate are to be assisted for minimum item marking by an assigned block watch committee member and then can mark additional items at a later date by signing out a marking gun, thus validating a block watch window sticker.

BLOCK WATCH FAN OUT MAPS PURPOSE

- most important part of Block Watch Program
- quick and efficient information
- used to circulate information regarding the following:
 - crime
 - suspicious occurrences you/we feel other residents should be aware of

- should have Block Watch Captains, Co-Captains and Foot Patrol Co-ordinators phone number and address listed
- attached to who Block Watch Captains and Foot Patrol Co-ordinators are

BLOCK WATCH MAP PURPOSE

Available only to:

- Block Watch Captains and Co-Captains
- Foot Patrol Co-ordinators
- Block Watch Police Co-ordinators

Purpose:

- to use in conjunction with Phone Fan Out Map to streamline and supply flow of current information on crimes or suspicious occurrences to our members
- must be kept current
- divided up amongst four Block Watch Captains who individually may require/acquire assistance if needed from committee phoners
- Non-participants – if a member does not want to participate they must submit this in writing to the committee captain or they will be put on the list. If no letter is provided of such and request signed copy for committee records
- updated on an ongoing basis when move in/out happen and update submitted to Team Police Co-ordinator
- update done annually in the month of April

BLOCK WATCH VICTIM/SUSPICIOUS OCCURANCE REPORTING PROCEDURE

If you are a victim of a crime or observe a suspicious occurrence:

- call 911 or Police regular number if non-emergency
- call Block Watch Captain/Co-Captain

Non-Emergency

- After police report etc. is complete and you've had time to gather self and relevant information (next day or later in the day or evening) give details of situation so Block Captain can do two things:
 - log in incident book
 - report to the Block Watch Team Police Officer or appropriate Program person
 - generate Block Watch alert

Emergency

- may want to call Block Watch Captains plus foot patrol co-ordinators

NOTE: Remember that we are concerned organized neighbours working together collectively with police to prevent crime and to support one another when one of us becomes a victim of a crime.