**What Makes a GOOD Board – PMG Hall June 13, 2019. Presented by: Co-operative housing Federation of Toronto (Facilitator: Mary Ann Hannant)**

**Key takeaway:** The role of the Board is to: 1) identify goals, set priority and plans; 2) set priorities or recommends policies for member approvals; 3 )select, supervise and evaluate management; 4) evaluate outcomes; 6) approve new members; 7) enter into contracts on behalf of the co-op and; 7) report to members at meetings and between them. In achieving this a GOOD Board is: effective in getting results; aware of its legal obligations; has a strategic focus; acts transparently; is accountable; acts fairly and consistently and; is responsive and respectful to members. As a Board member you are expected to discuss issues at meetings but when a decision is made you must support the decision and fellow directors after the meeting.

**Key points for consideration by City Park Board:**

1. Source documents such as the co-op’s by-laws, standing resolutions, occupancy agreements, policies, previous minutes (approved) and relevant legislation should be easily accessible at Board and Member meetings.
2. Annual performance review. Board does Property Manager. Property Manager does Managers. Managers do staff as appropriate.
3. Committees and sound management. Review committee/project performance cost from time to time – ensure relevance.
4. Communication with Members. Use website more, use LINK more regularly and consider developing standards for posting info in glass covered notice boards (colour of paper, font size etc.
5. Board meetings. Key items first. Business arising from the previous meeting(s) update (can be included as 1st item of Property Manager’s report). May want to consider a timed agenda particularly for open meetings.
6. Develop a Corporate calendar. Board and Member meetings. Deadlines for packages, key contract renewals etc.
7. Consider an Arrears By-law. Better define process.

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