

# Toolkit Element 2



## Is your co-op on the road to 2020?

### A self-assessment tool

*Start where you are*

As we review the 2020 Standards, check off any of the requirements for a 2020 Standard that your co-op has already completed.

When you're done, identify the Standards that you are closest to completing, and create a plan with your co-op and manager to complete them. Then register online, upload your documents and you're on your way!

#### **Standard 1**

##### **A mission statement and a vision for its future**

- Have you completed a mission statement and vision for the future?
- Does your co-op uphold the values of the Canadian co-operative movement?

#### **Standard 2**

##### **Good governance and principled leadership**

- Do your directors sign an ethical conduct agreement every year?
- Does your co-op have a rule, policy or by-law that sets out how the co-op deals with directors in arrears?
- Do all of your directors meet this rule, policy or by-law?
- Does your co-op hold at least two members meetings a year?
- Do board training and planning sessions take place every year?

**Standard 3**

**Sound management**

- Can you explain how your co-op meets the Core Management Standards?
- Are your member arrears no greater than 3% of the monthly housing charges due from the members?
- Is the co-op's annual bad debt expense no more than 1% of the monthly housing charge due from the members?

**Standard 4**

**A long-term plan**

- Has your co-op had a BCA completed by a qualified firm or individual within the last year?
- Does your co-op have a reserve fund forecast derived from the BCA?
- Does your co-op have an investment by-law or policy? Or do you have an outline of an investment strategy?

**And if your operating agreement ends in five years or less:**

- Does your co-op have a financial plan?
- Can you provide a certified copy of the board of directors' resolution that adopted that plan?

**Standard 5**

**A commitment to environmental sustainability**

- Tell us what your co-op is doing, or planning to do, to become more environmentally sustainable.

And remember, if you have any difficulty uploading documents, or would like advice or clarification on a Standard, call our 2020 information line at 1-877-999-8054, or email [2020info@chfcanada.coop](mailto:2020info@chfcanada.coop).