

CO-OPERATIVE HOUSING FEDERATION OF CANADA

POLICY MANUAL

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CROSS REFERENCE:

None

DATE OF LAST REVIEW:

2005

AUTHORITY:

Board of Directors

DUE FOR NEXT REVIEW:

2008

SUBJECT:

Diversity Committee

TITLE:

Diversity Committee

STATUS:

Standing Committee

SOURCE OF AUTHORITY:

Board of Directors

COMPOSITION:

The committee will comprise six (6) people drawn from demographic groups underrepresented in the leadership of the co-operative housing movement. Each committee member must be a member, director or employee of a CHF Canada member. Efforts will be made to appoint a CHF Canada director from an underrepresented group for one of the positions on the committee.

**APPOINTMENT
OF MEMBERS:**

Committee members will be appointed by the board. The term of each appointment will be two years. The Board of Directors will issue a call for volunteers for the committee when a position becomes vacant. In appointing a new committee member, the board will seek the advice of the committee with respect to specific qualities or expertise that would best complement the existing committee members.

CHAIRPERSON:

Each year, members of the committee will appoint a chairperson at their first meeting of the year.

QUORUM: Four (4) members of the committee will constitute a quorum for meetings.

FUNCTION: The role of the committee is to help CHF Canada:

- to promote equity among all groups in the Canadian co-operative housing movement
- to develop leadership in underrepresented groups
- to develop materials and a training program for facilitators of diversity activities among CHF Canada members
- to provide education for CHF Canada's members on diversity issues
- to develop education resources necessary for diversity work, drawing on appropriate existing resources and networking with advocacy groups inside and outside CHF Canada
- to receive recommendations from the CHF Canada AGM caucuses and to propose follow-up action as appropriate.

DUTIES AND RESPONSIBILITIES

1. Oversee the implementation of CHF Canada's diversity work plan , as established in CHF Canada's annual operating plan and budget.
2. Recommend strategies to the Board of Directors to achieve goals set by CHF Canada members on diversity issues.
3. Meet once per year, or as required, via conference call to plan, review and evaluate the activities of the committee.
4. Provide the Board of Directors and membership with an annual activity report.