

# Wyndham Hill Co-operative Homes Inc.

## Board Succession Planning Eff August 31, 2023

**Purpose:** An effective board is comprised collectively of people who have the knowledge, skills and background necessary to govern with excellence and to lead the non-profit in the realization of its vision, and who are a member of the co-op as required by the Co-op bylaws. This plan sets out the requirements for recruiting board members and planning for board succession.

1. The board will begin discussions four months prior to the Annual General Meeting or as an ongoing agenda item if the Board requires additional members throughout the year.
2. The Board will
  - a) begin the search for potential successors, from the membership who are eligible to be on the Board.
  - b) Add Board recruitment as a standing agenda item, until all Board positions are full
  - b) undertake a review of the board's effectiveness in governing and accomplishing its mission
  - c) solicit input from the board members and staff/property manager
  - d) match the board's needs with the expertise and interests of the current members and identify the gaps that will need to be filled
  - e) follow the selection criteria for the appointing of board members as per the Co-op bylaws.
  - f) identify suitable candidates and solicit their willingness to serve
  - g) inform the potential candidates of the imminent appointment process
  - h) provide the board with a list of recommended candidates
3. Potential candidates will be provided with briefing materials and information about the non-profit's governance and services, which may include:
  - a) information on the non-profit coop's mission and values
  - b) information on the role, structure, code of conduct and function of the board
  - c) an introduction to the ***Housing Services Act, 2011***
  - d) an introduction to the bylaws and governance policies and all co-op bylaws
  - e) a tour of the property(ies)
  - f) the last 3 regular meeting minutes of the Board.