

COMMITTEE DESCRIPTIONS

Member Selection Committee

The Member Selection Committee interviews applicants for membership, makes recommendations to the Board of Directors regarding the applications, and organizes marketing for the Co-op. The committee is also responsible for reviewing membership related by-laws and policies and for recommending changes or additions to them, as necessary.

Maintenance Committee

The Maintenance Committee is responsible for ensuring that an effective maintenance program is in place and for overseeing and reporting to the Board of Directors concerning its operation. Specific tasks include developing long term plans to address the Co-op's maintenance, repair and replacement needs, initiating volunteer work parties, conducting maintenance inspections and reviewing the maintenance budget.

Finance Committee

On an ongoing basis, this committee oversees the financial management of the Co-op. The committee's functions include organizing the preparation of annual budgets, reviewing the financial status of the Co-op, advising the Board and Members regarding financial matters, and monitoring the Co-op's cash flow.

Social Committee

This committee organizes social activities which will maximize the use of common areas of the Co-op and which enhance the feeling of community among members. Social activities sometimes involve all members of the co-op. At other times, they are planned for specific groups in the co-op who have a common interest. Other activities are directed towards the co-op's youth. The Social Committee also is involved in providing a social component to regular members' meetings.

Orientation Committee

This committee is responsible for meeting with new members to assist them in getting to know about the Co-op's amenities, rules and regulations. The committee is also available to assist new members in choosing an area for participation which is appropriate for them.

Newsletter Committee

As the name implies, this committee is responsible for overseeing the planning, production and distribution of a periodic newsletter. Newsletters provide members with information about the day-to-day affairs of the Co-op, about co-op housing in general and about the local community. The newsletter is also an opportunity for members of the Co-op to share their opinions, ideas and concerns with each other.

Arrears Committee

The committee is responsible for monitoring the Co-op's arrears, for working with members who are in arrears to find a solution for paying off the arrears in a way that meets both the member's and the Co-op's needs, and for making recommendations regarding arrears to the Board of Directors.

Personnel Committee

The Personnel Committee acts as an agent of the Board of Directors in dealing with the Co-op's hired staff and staffing-related matters. The Committee conducts staff evaluations, advises the Board regarding amendments to the employment contract and attempts to mediate disputes involving the Co-op's staff.