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| |  |  | | --- | --- | | Member Selection  Purpose of the policy  To ensure that our housing capacity is used effectively and fairly to enable diverse members, who share the broad values of the co-op, to create a home for themselves and a vibrant community with other members.  Policy  New members are selected for specific suites through a staged process and by using documented criteria:   1. Marketing and word of mouth generates interest among potential members 2. An application form and background information provide a primary screen for unsuitable applicants 3. Successful applicants attend an orientation and interview to assess their acceptability for membership 4. Successful interviewees are recommended to the Board and added to the external waiting list for an available suite 5. Suites are offered on to those on the external waiting list in order of acceptance, or in the case of a tie, order of application 6. A deposit secures the suite allowing for final credit and reference checks, and share purchase before moving in.   Applicant selection criteria:   * household income and unit size meet requirements * commitment to co-operation, participation and community living * date of application * skills and experience * degree of housing need * likelihood of being a good neighbour who will respect the rights of others, and a good resident who will maintain the suite * tolerance of diverse political beliefs and income * no indication of prejudice on the basis on age, race, ethnic origin, religion, sex, or sexual orientation * comfort with the practice of members with more income subsidizing those with less   Internal Moves and Unit Allocation  1. Members who wish to apply for an internal move must notify the membership committee in writing. The membership committee will place their names on an internal waiting list.  2. Members must have resided in the co-op for at least six months before applying for an internal move.  3. The membership committee will select, and the co-op will offer, vacant units in the following order of priority to:   * members on the internal waiting list if there are any * members who respond to a posted notice advertising an upcoming vacancy within the timeline provided, and * pre-approved members from the external waiting list. If the co-op has sufficient subsidy available, it will select the pre-approved member from the subsidized external waiting list.   4. Internal moves will be offered using the following criteria:   * limited to once every 12 months (2007-9-18) * household income and size meet the co-op requirements and availability of subsidy * special needs units are only offered to households who meet the criteria for those units * the member is in good financial standing with the co-op for the last 12 months * over-and under-housed households * date of request and time on the waiting list   5. Internal moves are limited to one per year per member (Sept 2007 AGM)  6. Internal moves and unit allocations are approved at the discretion of the board. (2008-1-29 entire policy)  Procedures needed to carry out this policy  1. Co-op application form to comply with PIPA and ways to maintain security of personal information on applicants and members.   * [**viewcourt.vcn.bc.ca/application**](https://web.archive.org/web/20100406010511/http:/viewcourt.vcn.bc.ca/application) is the current form   2. Information from [housing charge officer] on income level required.  3. System for collecting, using, filing, sharing and protecting applications and other personal information in compliance with PIPA and PIP policy, and separation of financial information from rest of application form, etc. [A procedure for accessing, sharing and protecting applicants. information from The Housing Registry.s central list in compliance with PIPA.]   * Form at [**viewcourt.vcn.bc.ca/application**](https://web.archive.org/web/20100406010511/http:/viewcourt.vcn.bc.ca/application) which sends completed application form to viewcort@vcn.bc.ca and stores it in a database for (time yet to be defined) * Manual applications   4. Establish a database or manual system to manage the applicant list.   * **vc-applicants@vancouvercommunity.net** * applicants on this list hear about upcoming tours and interviews which precede being accepted to external waiting list. * Information at [**vancouvercommunity.net/lists/info/vc-applicants**](https://web.archive.org/web/20100406010511/http:/vancouvercommunity.net/lists/info/vc-applicants)   5. Reminder system for contacting pre-approved members on the external waiting list and a form letter and/or email.   * Subscribed to: **vc-waitinglist@vancouvercommunity.net** * Get reminder every 2 months of active status * Must renew each year to remain active * See [**vancouvercommunity.net/lists/info/vc-waitinglist**](https://web.archive.org/web/20100406010511/http:/vancouvercommunity.net/lists/info/vc-waitinglist)   6. Orientation "script"  7. Interview questions "script" corresponding to the member selection criteria.  8. Interview team package with completed application form and interview questions "script".  9. Interview report form (Scoring system)  10. Defined list of acceptable proof of income from finance committee to give to applicants before coming for an interview.  11. Method and responsibility for doing credit and reference checks.  12. Standard format for reporting recommendations to the board.   * Completed application form * Interview questions and notes on answers * Committee letter of recommendation * Materials will be returned to Membership Committee after a motion from the Board is minuted.   Draft  policy (not incorporated or approved as yet)   * To establish a framework for recruiting, receiving, and maintaining applications for membership in the co-op * To establish a framework for accepting new members by applying member selection criteria in a fair and consistent manner * To provide guidelines for maintaining and managing an external waiting list of pre-approved members * To establish an equitable and consistent system for allocating units to internal and external members and/or applicants, and * To make sure that applicants and new members receive a proper orientation and introduction to the co-op.   1.   Maintain, monitor, and manage an applicant list, [includes an external (pre-approved applicants) waiting list] and an internal co-op waiting list. Applicants will remain on the "external" waitlist for a maximum of two years from the date they are accepted at an Orientation, except under exceptional circumstances, as determined by the Committee.  1.   Conduct orientation sessions and interviews as necessary. 2.   Review interview results and recommend applicants to be placed on the Membership Committee.s .external wait list.. 3.   Make sure applicants and new members receive a proper orientation and introduction to the co-op through a buddy system and various printed materials.  **Member selection**  1.  Offer new members and internal move applicants suitable units based on the co-op member selection criteria. 2.   Administer member selection-related policies and make recommendations for revisions or new policies. 3.   Provide training for membership committee members. 4.   Comply with the Personal Information Protection Act (PIPA) in the member selection process and the collecting, processing, storing and disposing of member selection materials. 5.   Keep confidential all applicants. and members. personal information, except where that information is required by a committee member, the board or other committees to carry out their responsibilities. 6. Each committee member will sign a confidentiality agreement. >? Do we have one? **Applicant list**  1. The co-op maintains a file of applications for membership. This file is called the applicant list. 2. The co-op advertises for applications as required, indicating the unit size and [subsidized or maximum housing charges] for which the co-op is accepting applications. 3. The co-op will not charge an application fee. 4. [Applicants must update information on file with the co-op every [12] months. The co-op will not consider applications that are not updated.] 5. Co-op application forms and procedures will conform to the co-op.s personal information protection policy.  **External waiting list**  1. The co-op maintains an external waiting list of applicants who have been pre-approved as members, subject to payment of shares and occupation of a unit. 2. The co-op aims to maintain at least three pre-approved members for each category of unit and [subsidized or maximum housing charges]. 3. The co-op will contact pre-approved members every [six months] to make sure they are still interested and available. 4. Pre-approved members will be offered suitable units as they come available:   * on a first-come, first-served basis, according to their application date * without further interview * provisional on the pre-approved member confirming in writing there has been no material change in the application information.   5. The Membership committee will approve unit allocations to pre-approved members.  **Orientation and interviews**  1. The co-op will conduct orientation sessions and interviews as needed to ensure the health of the external waiting list. 2. The co-op will invite applicants in the needed categories of unit and income level to an orientation session on a first come-first served basis, according to their application date. 3. At least three committee members will interview applicants using interview procedures and will bring their results to the full committee. 4. No member may interview or participate in discussions or decisions on any applicant who is a relative or close friend. 5. Using the member selection criteria, the committee will select and recommend suitable applicants for [board] pre-approval as members, subject to payment of shares and occupation of a unit. The successful applicants will have a .pre-approved. status and will be placed on the external waiting list. 6. The membership committee will make sure that applicants, pre-approved members, and new members understand the rights and responsibilities of co-op membership.  **Member selection**  1. The co-op's ability to offer subsidy may be limited. 2. Applicants must receive positive references from their previous landlord(s) and a credit check rating revealing [no outstanding rent arrears] to be eligible for pre-approval as members. 3. 4. The co-op will make sure that selection criteria and all aspects of the member selection process are applied equitably, consistently, and in compliance with human rights laws. | | |  |  | |
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