



CO-OPERATIVE DEVELOPMENT COMMITTEE

Terms of Reference

PURPOSE:

1. To provide advice and direction to On Co-op regarding co-operative development, including the development of new resources and recommended areas of focus for development efforts.
2. To provide advice and direction to On Co-op regarding the development of new co-operative developers.
3. To support and develop the concept of the co-operative economy and co-operative business development to those within the co-op sector and those external to the sector that can provide development services to co-operatives.
4. To provide directions and recommendations to the Board on a co-op development strategy and budget.

COMPOSITION AND TERM:

1. The committee will aim for one representative from a co-op less than 5 years old and will consist of one Director of On Co-op, a minimum of one Co-operative Developer, intern, and the Co-operative Development Manager. Other representatives will be chosen as required to represent new and emerging co-ops, co-op financers, established co-operatives or those with experience relevant to co-operative development.
2. The committee representatives are recruited by the Co-operative Development Manager through consultation with the Executive Director and other committee members. Quorum will be 50% plus 1.
3. The Committee year will commence immediately after the Annual General Meeting.
4. Term is one year, renewable.

AUTHORITY:

1. The committee has authority to hold meetings and present recommendations to the Board of Directors in support of the Committee's purpose.
2. The committee will represent the diversity of the On Co-op membership.
3. The Committee will work within a committee budget approved by the On Co-op Board and will be accountable to the Board and Members.
4. The On Co-op board of Directors will have the authority to remove Committee members or not renew terms.

DUTIES AND RESPONSIBILITIES:

1. Develop strategic directions and a strategic plan for co-operative development.
2. Review and provide advice on a yearly plan and budget for co-op development priorities.
3. Review and/or recommend policies and procedures related to co-operative development, including but not limited to granting practices and fee-for-service activities.
4. Work with On Co-op staff and Board at developing partners and accessing funds in order to deliver the yearly operational plan.
5. Contribute to the development of tools and resources for co-op development.
6. Act as a clearinghouse for information sharing and networking about co-operative development issues and topics.
7. Facilitate the process of bringing forward new issues related to co-operative development priorities and topics to On Co-op.

ORGANIZATION:

1. A member of the committee will act as Chair on a rotational basis.
2. Minute taking will be the responsibility of staff.
3. The On Co-op Director is responsible for the delivery of reports to the Corporate Secretary for presentation to the board of directors.
4. Strategic and operational plans and budget will be harmonized with On Co-op's annual planning and budgeting process and outcomes.

Reviewed and approved by the Co-op Development Committee: May 2011

Approved by the Board of Directors: May 2011

Complete terms of reference package approved by the Board of Directors – July 15, 2014