

KINGSTON CO-OPERATIVE HOMES, INC.

No. 14 - 1338 Princess Street, Kingston, Ontario K7M 7N9

PROPERTY CO-ORDINATOR POSITION DESCRIPTION

The Co-op Property Co-ordinator works with the Directors, committees and members in the operation, administration and maintenance of the co-operative performing work including general office duties and functions. He/she is directly responsible to the President of the Board of Directors and acts as both a resource and liaison between these groups and individuals. It is the responsibility of the President and Directors to generally oversee the operation of the Co-operative. This function would be facilitated, or implemented on a day to day basis by the Co-op Co-ordinator. Emergency services by an outside property management firm and back-up assistance from the resource group will be provided as needed.

GENERAL CO-ORDINATION:

- Responsible to the Board of Directors, acting under the authority and direction of the President, to co-ordinate the activities of various committees and to make recommendations for effective management in any area needed.
- Analyze and make recommendations for consideration to the Board of Directors from time to time on modifications which would improve the efficiency of the operation of the Co-op.
- Attend Board meetings as required. Attend occasional committee meetings as needed. Follow up on specific job activities.
- Assist in supervising the work of other staff, assist the Co-op's Corporate Secretary in setting up filing systems, business procedures, co-ordination of the secretaries of the various committees to ensure that the "office procedures" satisfy the corporate needs of the Co-op. Typing proficiency is required.
- Assist as required the President and Corporate Secretary in setting up agendas for consideration by the Board and Membership.
- Assist the Corporate Secretary in maintaining records of actions of the Co-operative as required. Act as agent of the Co-operative if requested in discussions, negotiations and reporting to government agencies as required.

FINANCES:

A) General

- Financial Management of the Co-operative's operations.
- Process requests for subsidies; administer Federal, Provincial and Municipal housing subsidy programs.
- Administer income verification housing subsidy process.

- Supervise the billing register, code all receipts and disbursements.
- Present monthly financial statements to the Finance Committee and Board.
- Supervise and code cheques for accounts payable and make sure that they are signed and delivered.
- Supervise reception and deposit of housing charges at the credit union.
- Supervision and administration of payroll and personnel records.
- Supervision and administration of insurance contracts and claims.
- Create and establish budgets in conjunction with the Board and committees

B) Supervise Arrears of Housing Charges

- Distribution of reminder notices and arrears collection
- Inform the Board of delinquent accounts.
- Collect bad debts where possible.

MAINTENANCE:

Implement and monitor the Co-op's maintenance program including:

- Co-ordinate the preparation of houses during turnover and vacancies (cleaning, painting, etc.)
- Receive maintenance requests and concerns.
- Deal with emergency maintenance problems.
- Supervise tradespeople as required - ensure routine maintenance is carried out (servicing of furnaces, landscaping, etc.). And administer service contracts.
- Control all keys and locks.
- Record-keeping including purchasing, inventory, and equipment control.
- Administer Building Condition Assessments and Replacement Reserve Fund Studies in conjunction with architect, contractors and other professionals.

TERMINATIONS OF OCCUPANCY:

- Act as an agent of the Board in carrying out the termination of member(s) occupancy as needed.
- Work with the Co-op's lawyer to ensure all documentation relating to the termination is completed correctly.

MEMBERSHIP ACTIVITY:

Assist the Board of Directors and the Membership Committee in carrying out their responsibilities, including:

- Marketing and advertisements to address house turnover and vacancies.
- Respond to inquiries, send out application forms, set up interviews.
- Keep Membership Committee and Board informed of move-ins and vacancies as needed.
- Conduct and administer maintenance deposit meetings and move-in meetings

- Give keys to new member(s) and collect initial charges.
- Collect keys from departing member(s).
- Set up and administer member files.
- Co-ordinate annual household income review for members receiving housing subsidy as per government agreement.

GRIEVANCES:

- Receive and direct grievances to Mediation Committee.
- Act as an agent of the Board when necessary.

CO-OP EDUCATION AND MEMBER INVOLVEMENT:

- Work with Participation Committee to recruit and organize members for volunteer activities.
- Provide notices when necessary to membership.
- Preparation of Annual and General Members' meetings.
- Up-dating of the Member's Manual and By-laws
- Up-dating the Board of Directors' Policy Manual.
- Provide assistance to the production of a regular newsletter when needed.

LIAISON WITH ORGANIZATIONS, GOVERNMENTS AND AGENCIES:

- Maintain contacts with other Co-ops in the area for information sharing, etc.
- CHF Canada - National and Provincial
- Agency for Co-operative Housing
- CHASEO
- CoAction Staff Association.
- Co-op Consultant

Maintain contact with:

- Canada Mortgage and Housing Corporation - Federal Government
- Corporation of the City of Kingston - Service Manager
- Ministry of Municipal Affairs and Housing
- the Co-operators - insurance