

## WORKSHOP PROPOSAL CALL-OUT

### About CHF BC

The Co-operative Housing Federation of BC (CHF BC) is a membership association representing more than 250 housing co-operatives in British Columbia.

CHF BC is incorporated under the *Cooperative Association Act* and is an umbrella organization for a group of related non-profit societies (subsidiaries), including COHO Management Services Society, and Community Land Trust.

Members support their federation through annual membership dues and fees for a wide range of programs and services. CHF BC is proudly independent – none of its annual revenue comes from government. CHF BC's mission is to unite, represent and serve its members in a thriving co-operative housing movement.

### Project

The purpose of our education program is to support these members in the achievement of the highest standards of sound management, good governance and principled leadership within healthy co-op communities. As diverse communities, housing co-ops can foster a sense of belonging through engaging in place-based questions around equity, diversity and inclusion and placing themselves on a journey connecting with local indigenous peoples towards Truth and Reconciliation. To support in creating sustainable organizations, members of housing co-ops can develop skills and identify tools to respond to the effects of climate change and take meaningful action.

In our commitment to expose our membership to emerging issues and innovative ideas, and pursue ongoing learning, we are reaching out to the wider housing, social and non-profit community sector with an invitation to submit a workshop proposal to be part of our education conferences.

Our bi-annual (spring and fall) education conferences offer spaces for learning with a day of workshops and networking to challenge and inspire attendees who either live in, or provide services to, housing co-ops. We also offer an education day in Victoria, BC.

The bi-annual conferences are held in person only or hybrid format. The in-person event takes place at the Westin Wall Centre in Richmond, BC. The education day in Victoria is held at the Delta Ocean Pointe.

## Criteria

### Workshops should:

- Support the sound management, good governance and principled leadership within healthy co-op communities.
- Be relevant to the housing co-op sector
- Offer innovative ideas
- Include strategies to help participants share their learning on their return to their communities
- Be designed for an adult audience and allow for participant interaction and questions
- Run for the entire time block but not run over time
- Be suited for a minimum of ten, and a maximum of thirty participants
- Be suited for in-person, hybrid or virtual delivery

### Workshops must not:

- Sell products or services

### Remuneration

- \$300 (maximum two hours)
- Includes lunch

## To apply

Please complete and return the proposal form on the next page **before Friday, December 20, 2024**. For example workshop descriptions you can view our [Fall 2022 education conference flyer](#) or our [Fall 2023 conference poster](#).

### Selection

We will make selections and inform workshop facilitators two months before the event date. Since each conference is planned around a specific theme, workshops may be selected but not scheduled immediately.

If selected for a specific conference, agreements will be provided closer to the date and request audio-visual and room layout requirements as well as any hand-outs to be copied for distribution.

If you have any questions please contact Ed Dagsaan, Education Director at CHF BC:  
[edagsaan@chf.bc.ca](mailto:edagsaan@chf.bc.ca)

## WORKSHOP PROPOSAL

Please complete this form in full and return it before **Friday, December 20, 2024** to [edagsaan@chf.bc.ca](mailto:edagsaan@chf.bc.ca)

<b>1. Name(s) and professional title(s) (if applicable)</b>	
<b>2. Organization (if applicable)</b>	
<b>3. Contact information</b>	Email: Phone: Mailing address:
<b>4. Website (if applicable)</b>	
<b>5. Short biography</b> <i>100 words maximum</i>	
<b>6. Workshop title</b>	
<b>7. Workshop description</b> <i>Include purpose of the workshop, anticipated benefits to participants who attend, and relevance to the housing co-op sector (Approx. 200 words)</i>	

<p><b>8. Short workshop description</b> <i>A 50-word teaser for the conference flyer</i></p>	
<p><b>9. Format of workshop</b> <i>Will it be in-person, online or hybrid? Include any activities that will be performed that's conducive to the identified workshop format; include external supports you need</i></p>	
<p><b>10. Please tell us what qualifies you to deliver this workshop</b></p>	
<p><b>11. References</b> <i>Please provide at least one reference (someone who has experience of your workshop facilitation)</i></p>	