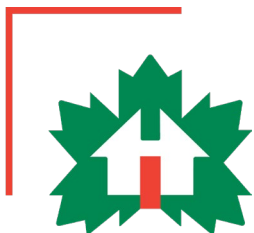




Welcome to the CHBA National Board of Directors – *A Practical Guide*

Canadian
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Association





- **Thank you for your commitment!**
- What's your commitment (all dates available at www.chba.ca/events):
 - **CHBA's Fall Meetings in Ottawa** (typically 3rd week of October)
 - 3.5 days of committee and council meetings (if you can make it) – Monday-Thursday
 - Board meeting Thursday afternoon & Friday morning
 - **CHBA's Day on the Hill in Ottawa** (typically second week of February)
 - Monday training; Tuesday meetings and reception; Wednesday morning Board meeting
 - **CHBA's Home Building Week in Canada** (typically early May) – locations vary from year to year, alternating between Western and Eastern Canada
 - 2.5 days pre-conference meetings
 - 2.5 days of conference
- Potentially interim online board meeting(s) on rare occasions if needed

Meeting Registration and Booking

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- You will receive an email (and reminders) to register and book for the meetings.
- Book early!
- Room blocks typically sell out.
- If you have any problems registering, contact chba@chba.ca.

The screenshot shows the CHBA website's landing page for the National Fall Meetings. At the top, the CHBA logo is on the left, and a navigation menu with links like 'About CHBA', 'About Housing in Canada', 'Awards', 'Resources', and 'Find a Member' is on the right. Below the navigation is a large banner image of a city skyline with the text 'FALL MEETINGS' overlaid in large white letters. Underneath the banner, the text 'CHBA NATIONAL FALL MEETINGS' is displayed in bold. Further down, there is a section titled 'ABOUT THE MEETINGS' with a paragraph of text explaining the purpose of the meetings. At the bottom right, there is a dark blue button with the text 'REGISTER HERE' in white.

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About CHBA ▾ About Housing in Canada ▾ Awards ▾ Resources ▾ Find a Member

FALL MEETINGS

CHBA NATIONAL FALL MEETINGS

ABOUT THE MEETINGS

During CHBA's Fall Meetings, the National Committees and Councils and Board of Directors meet in Ottawa to conduct the business of the association. These are important meetings for National Committee/Council/Board members and their associated EOs to attend, to advance both the business of the national association as well as that of local and provincial HBAs.

[REGISTER HERE](#)

Guiding Documents

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- CHBA By-Laws
- CHBA Articles of Incorporation
- CHBA's Strategic Plan
- All found on CHBA's Board of Directors [Info Hub](#)
 - You must be logged in to the website to access it

The screenshot displays the CHBA Info Hub website. At the top left is the CHBA logo. Below it, a user is logged in as Kevin Lee - Canadian Home Builders' Association. A vertical navigation menu on the left includes links for Home, My Info, My Billing Info, My Directory Listing(s), My Subscriptions, Events, Forum, and Resources (which is highlighted). The main content area is titled 'Resources' and features a search bar and a 'Show only...' dropdown. Below these is a table of resources:

	TITLE
	Board of Directors ↗
	CHBA Strategic Plan 2023-2025 ↗
	2016-05-05 Articles of Incorporation.pdf ↗
	2016-05-05 CHBA By-laws.pdf ↗

Meeting Materials



- All found on CHBA's Board of Directors [Info Hub](#)
 - You must be logged in to the website to access it
- Posted a week prior (or more)

The screenshot displays the CHBA Info Hub website. On the left is a dark blue sidebar with the CHBA logo at the top. Below the logo, it shows a user profile for 'Kevin Lee - Canadian Home Builders' Association'. A list of navigation links follows: Home, My Info, My Billing Info, My Directory Listing(s), My Subscriptions, Events, Forum, and Resources (which is highlighted with a blue arrow). The main content area is titled 'Resources' and features a search bar and a 'Show only...' dropdown menu. Below these is a table with a 'TITLE' header. The table lists several documents, each with a file icon and a link icon:

TITLE
Board of Directors
00. 2024-10-24 CHBA BoD - Agenda
02. 2024-05-08 BoD-AMM Minutes
09.1 2024-10-10 CRC TORs-Updated_DRAFT.pdf
09.2 2024-10-10 RenoMark Governance Cte Terms of Reference_DRAFT.pdf
11.1 Sep 24 Financial Stmts.pdf
11.2 Year-End Projections and 2024-25 Budget.pdf
18. WIRC Council Terms of Reference October 2024 v2.1.pdf
20.0 Provincial Updates



- Bring your expertise and insights
 - From your HBA, from your business, from your experience
- Be an active participant
 - Contribute to the discussions, ask questions, don't be shy
- If you can, attend committee and council meetings prior to the BoD
 - Gives you great insight into all the activities of CHBA National, informs your board role; very informative for your roles in your HBA and business back home
- Be prepared to vote on motions
 - Your vote should be in the best interest of CHBA National – that is your fiduciary responsibility as a Board member
 - It is inherently informed by your views from your local/provincial HBA (especially if your seat on the Board is one that represents a local/provincial HBA)
 - CHBA's Board is very consensus driven



- **CHBA Board of Directors**

- Meets 3 times annually

- **Members include:**

- The Executive Committee
- One Representative from each of the nine provincial HBAs
- One Representative from each of the three largest local HBAs
- One Representative each from two medium-sized local HBAs (200+ members)
- One Representative each from two smaller-sized local HBAs (less than 200 members)
- One Representative each (the Chair) nominated from the Modular Construction Council, the Canadian Renovators' Council, the Executive Officers' Council, and the Urban Council

- **CHBA Executive Committee (of the Board of Directors)**

- Meets at minimum monthly

- **Annual Meeting of Members**

- Once per year
- Undertakes duties per the Not-For-Profit Act

Board of Directors Meeting Agendas



- **Necessary process and fiduciary functions**
 - Minutes approvals, budget approvals
- **Policy Discussions**
 - A key priority of CHBA is federal government relations
 - CHBA's government advocacy and policy priorities are typically covered extensively for discussion and confirmation
- **Review of activities of Committees and Councils**
 - To be aware of their activities and strategic directions, and inform as appropriate
 - Key items are brought for discussion to the board, especially if they have larger policy implications
- **Other priority activities of the Association are tabled and discussed**
- February and May meetings are ½ day
- October meeting is spread over 2 half days to allow for more informal dialogue in the evening in between

CHBA's Committees & Councils



[LISTS OF COMMITTEE/COUNCIL MEMBERS](#)

[TO CONTACT A STAFF LEAD - CLICK HERE](#)

Board of Directors	+
Board of Directors – Executive Committee	+
Canadian Renovators' Council	+
Executive Officers' Council	+
Modular Construction Council	+
Net Zero Council	+
Technical Research Committee	+
Urban Council	+
Women in Residential Construction Council	+

- [Audit Committee](#)
- [HR Committee](#)
- [Nominating Committee](#)

What to expect



- **Dress Code:** Business/Business Casual
- **Lots of Observers:** while the Board (or committees/councils) have limited numbers, CHBA's meetings are open to all members and EOs
 - Meetings often have over 150 people in the room
- **Microphones:** mics are needed given the size of the room and attendance, and to record meetings for doing minutes afterwards
- **Don't be shy:** because of the above, the meetings can be intimidating – don't be intimidated; you are there because your insights are important and needed!
- **Discussions beyond the meetings:** like any good set of meetings or conference, the discussions outside the meetings rooms are informative, fruitful, and will inform both your business and HBA roles



- It goes without saying, CHBA National seeks to provide a safe and welcoming environment for all CHBA events
- This includes meetings and after-hours events
- Please review CHBA's Harassment and Violence Prevention Policy



- All CHBA staff are present at CHBA's meetings and are happy to assist in any way
- CHBA's web site has the staff directory on it – you must be logged in as a member to view it
- For Board inquiries, you can contact Kevin.Lee@chba.ca, or chba@chba.ca
- The full CHBA staff directory is available on the website
 - You must be logged in

Welcome Aboard!

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- And thank you!