

Eastwood Housing Co-operative

Policy Number: 506

Policy Title: Membership Applicant Interview

Committee Approval: 26 February, 2001

Revised: N/A

Board of Directors Approval: 20 March, 2001

27 March, 2017

General Membership Approval: 26 April, 2001

30 March, 2017

The purposes of the applicant membership interview are:

- to tell the applicant about the Co-operative and the Member's rights and responsibilities;
- to let the Membership Committee assess the applicant as a potential Member;
- to allow the applicant to ask questions about the Co-operative; and
- to obtain the necessary support documents such as recommendations and such other materials as deemed necessary by the Committee.

The format of the interview is as follows:

- The interview will be conducted in the home of the applicant if possible.
- Use of a Co-operative location is allowable at the discretion of the interviewers but only as a last resort.
- All members of the applicant's household aged 18 or older must be present at the interview. Other members of the household are welcome as well.
- The interview will be conducted by two (2) members of the Membership Committee who are themselves unrelated to one another.
- If the Membership Committee are unable to provide the required interviewers, other members of the Co-operative may perform the task provided they are approved to do so by the Committee.
- At no time will a member participate in an interview with an applicant who is a friend, relative or co-worker. Members should always refrain from an interview if there is, or could be, any perception of bias in the decision making process.

Following the interview, the application process will be as follows:

- The interviewers will obtain and review all necessary recommendations and/or landlord checks if the applicant has passed the interview phase.
- The interviewers will present a report on the interview to the Membership Committee and make a recommendation to the Committee for either acceptance or rejection of the application while showing how this application fits or doesn't fit into the selection criteria for membership.
- Once the application has been approved by the Committee, the Chairperson shall present the application, supporting documentation and Committee recommendation to the Board of Directors.
- The decision of the Board of Directors will be conveyed to the applicant within a week of the decision being made.