

Work plan:
Services by CWCF to CoopZone, April, 1, 2016 – March 31, 2017

- (1) Assist the Network with **information exchange**. This will primarily be carried out for the Network members through maintaining and monitoring the CoopZone listservs, and through the CoopZone website: www.coopzone.coop (revamped in early 2016);
- (2) Maintain a **web-based listing of developers and other members**, which includes making recommendations to the CoopZone Board regarding whether members who apply as developer members are admitted as such or as allied members;
- (3) **Promote the Network** and its members;
- (4) **Support the development of a coordinated co-op sector** by encouraging developers' co-op clients to become members of the appropriate sectoral and regional associations;
- (5) Continually improve and **maintain a web site** focused on co-op development, on behalf of - and for the benefit of – CoopZone members;
- (6) In conjunction with the CoopZone Board, **provide a formal voice for developers within the broader co-op sector**, e.g. participating in relevant CMC structures such as Canada's Emerging Co-operators, Board, Resolutions Committee, etc.; and seeking partnership opportunities with Co-operatives and Mutuals Canada (CMC) and the Provincial Associations, including opportunities for fee-for-service work;
- (7) **Host tele-learning sessions**;
- (8) **Host an annual in-person conference**, including training workshops, in conjunction with CWCF;
- (9) Help provide access to paid co-op development contracts through better availability of information, and negotiations;
- (10) Seek and maintain membership of CoopZone in CMC;
- (11) Administer the collection of dues from CoopZone members;
- (12) Raise funds in the name of CoopZone;
- (13) Administer the payment of expenses, maintain a set of accounts for CZ and provide the CZ Board with financial statements including a budget comparison;
- (14) Participate on the CoopZone training course project team;
- (15) Use funding raised to implement changes from the evaluation of the CoopZone training program, and work with Course Director to carry out the changes;
- (16) Assist Board in exploring possibility of offering the training program in French.
- (17) Coordinate Board meetings;
- (18) **Produce a newsletter every three-four months**; and
- (19) **Provide services regarding the CoopZone Legal Network**, including:
 - coordinate the CoopZone Legal Network Steering Committee;
 - post resources to the Legal Resources section of the web site;
 - post Legal Network members' information to the appropriate section of the site; and
 - explore with one or more Law Societies the possibility of offering an introductory course to lawyers as Continuing Legal Education, in conjunction with members of the CoopZone Legal Network.