Title: Chair of the Board
Work Credit: Full dining
Choice of housing and dining co-op
Half dining as Chair-elect the year before office
Payroll: Stipend equal to the OSCA board bill
Time Required: 15-20 hours/week; more time during the beginning of each semester and when contentious issues are being discussed
Responsible to: OSCA Board, OSCA Membership
Support people: Board Reps, Officers
Elected by: OSCA Membership in early Spring
Sit on Appointments: OSCA/College Liaison (rent contract negotiation years);
Committee Coordinators (as interest and availability allow)

General Responsibilities

The Chair of the Board is one of the four Officers of OSCA. The Chair is responsible for coordinating all activities related to the operation of the Board of Directors. While all four Officers work to keep the Board informed in terms of OSCA’s structure, policies, and relationship with Oberlin College, it is specifically the job of the Chair to make sure that Board members are informed about the consensus process, how to participate in the Board and how to participate in the Board. The Chair of the Board is also a general educational resource for consensus and facilitation for Board members and regular OSCA members.

Specific Responsibilities

1. Chair the Board of Directors and schedule all meetings of the Board with the input of the other Officers.
2. Compile Board packets to be reviewed by the Business Coordinator and Financial Manager (before going to print).
3. It is recommended to hold at least two Facilitations Committee meetings per week at a regular time. Consider holding one meeting during business hours so that employees can be consulted in the writing of proposals and caucuses.
4. Meet weekly with the other Officers (in addition to Facilitations).
5. Be available as a resource for the Board and OSCA's general membership throughout the week by phone, email, or appointment.
6. Submit monthly stipend reports to the President for presentation to the Board (September, October, November, December, February, March, April, May).
7. Communicate with the other OSCA Officers and Staff with regard to OSCA events, staff position openings, and other announcements to be included in the Board packet.
8. Demonstrate a thorough understanding of the Board’s consensus process as well as general facilitation skills. Sometimes our system doesn’t have all of the answers!
9. Act as a resource for conflict resolution on the Board.
10. Ensure that all relevant people have been consulted with in the writing of proposals and caucuses, per OSCA’s Collaboration with Employees & Staff policy.
11. Attend College meetings as necessary.
12. Check your mailbox in the OSCA Office regularly.
13. Schedule appointments to provide additional Board training or process clarification for members of OSCA or the Board as needed.
14. Upon request, provide support for members who wish to hold ad-hoc discussion groups on Board issues. This could mean serving as a facilitator or helping the group find a facilitator.
15. Attend each co-op's Board night at least once per semester and give the Board Reps feedback to improve their facilitation in their co-ops.
16. Sit on the Long Range Planning Committee. In non-rent contract years (i.e., when there is no OSCA/OC Liaison), coordinate with the President to decide who will chair LRPC.
17. Sit on the OSCA Foundation Board of Directors and attend all OF Board meetings.
18. Summarize the Board's activities at the end of the year in the Annual Corporate Report.

Timeline

Spring (after election)
• Spend a lot of time with the current Chair of the Board, learning what they do and how they spend their time. As necessary, accompany the current OSCA Officers at meetings with Oberlin College. Before you leave for the summer, you should know how to put together a Board Packet and also have a general knowledge of the Oberlin College Staff/Employees that OSCA works with and their relationships with one another.
• Learn how to put together a Board packet.
• Learn about confidentiality and redacting minutes.
• Learn from the current Officers about issues you may encounter as an Officer, including a history of OSCA's relationship with Oberlin College. Read documentation of past Officers' work.

Summer
• Read the Board manual cover to cover.
• Read the Officers training manual (once you arrive on campus).
• Read documents on the Board server, including old Board packets and training materials.
• Study consensus and facilitation. This may include consulting with other co-op systems about their Board processes and/or receiving mediation training.
• Work on your public speaking. It's important to be clear and confident when addressing the Board.
• Seriously consider attending the Fall NASCO Institute conference in order to get a better sense for how other co-ops run and how their Boards operate.
• Consult with the other Officers to set initial goals for the upcoming year.

Beginning of Fall Semester
• Finish planning the Board retreat. Advertise the date and time of the retreat to co-ops through the Operations Managers. Invite relevant staff and employees, and Board Reps as they are elected.
• Hold the Board retreat.
• Create sign-up sheets for the Board retreat, Facilitations, committees, minute-taking, inspiration, and Board night scheduling.
• Send an electronic copy of the current Board manual to all employees, staff, and Board members.
• Find out each committee's weekly meeting time. Inform Committee Coordinators when Board Reps join their committee. Inform Committee Coordinators of their responsibility to submit weekly summaries of committee meetings.
• Compile a list of people who would like personal printed copies of the Board packet and submit this list to the Office Assistant.
Fall Semester, after the first few weeks

- Chair scheduled meetings of the Board of Directors and Facilitations Committee.
- Compile Board packets to be reviewed by the Business Coordinator and Financial Manager.
- Each week, send the electronic Board packet to members of the Board and other staff and employees who request it.
- Check your mailbox in the OSCA office on a regular basis.
- Submit monthly activity reports to the President for presentation to the Board (September, October, November, December).
- Collect weekly meeting summaries from Committee Coordinators.
- If chairing the Long Range Planning Committee, coordinate weekly meetings and check regularly for newly elected committee representatives. Additionally, coordinate the semesterly meeting for Committee Coordinators to convene with each other.
- If chairing the Long Range Planning Committee, the Chair of the Board is responsible for ensuring that minutes are submitted to the Chair of the Board by the beginning of that week’s Facilitation meeting. Submit either a summary or full minutes of each of your committee’s meetings to be included in the Board packet.
- After each Board meeting, notify the Business Coordinator, Financial Manager, and/or other relevant staff of the proposals that passed and any relevant amendments to those proposals.
- Schedule any additional Board-related trainings that may need to occur, including the training of Board Reps who are elected mid-semester.
- Keep track of Board members’ attendance and hold them accountable for attending meetings.
- If a co-op Board Rep resigns, ensure that a new representative is elected by the co-op and approved by the Board.
- Well in advance of the scheduled Board meeting in Third World Co-op, contact the DLECs for permission to meet in the space.

Beginning of Spring Semester

- Finish planning the Board retreat. Advertise the date and time of the retreat to co-ops through the Operations Managers. Invite relevant staff and employees, and Board Reps as they are elected.
- Hold the Board retreat.
- Create sign-up sheets for the Board retreat, Facilitations, committees, minute-taking, inspiration, and Board night scheduling.
- Send an electronic copy of the current Board manual to all employees, staff, and Board members.
- Find out each committee’s weekly meeting time. Inform Committee Coordinators when Board Reps join their committee. Inform Committee Coordinators of their responsibility to submit weekly summaries of committee meetings.
- Compile a list of people who would like personal printed copies of the Board packet and submit this list to the Office Assistant.

Spring Semester, after the first few weeks

- Chair scheduled meetings of the Board of Directors and Facilitations Committee.
- Compile Board packets to be reviewed by the Business Coordinator and Financial Manager.
- Each week, send the electronic Board packet to members of the Board and other staff and employees who request it.
- Check your mailbox in the OSCA office on a regular basis.
- Submit monthly activity reports to the President for presentation to the Board (September, October, November, December).
• Collect weekly meeting summaries from Committee Coordinators.
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• Schedule any additional Board-related trainings that may need to occur, including the training of Board Reps who are elected mid-semester.
• Keep track of Board members’ attendance and hold them accountable for attending meetings.
• If a co-op Board Rep resigns, ensure that a new representative is elected by the co-op and approved by the Board.
• Well in advance of the scheduled Board meeting in Third World Co-op, contact the DLECs for permission to meet in the space.
• Ensure that the Chair of the Board-elect receives thorough training (after election).
• Submit monthly activity reports to the President for presentation to the Board (February, March, April, May).
• Revise this job description at the end of the year.
• Submit a year-end report of the Board’s activities to the President for inclusion in the annual Corporate Report
• Save all electronic files relevant to your position on the OSCA computer server drive before the end of the year.

**General Suggestions**

• Your role on the Board is to convey relevant information and to act as a multi-partial facilitator when other Board members cannot. Although you may choose to voice your personal opinions on the Board, you should be careful not to take sides when discussions become heated. In these situations, employ your best conflict-resolution strategies to help move the discussion forward.
• Remember that the Board is not a battleground; it’s a place to discuss and then pass policy. You should not allow ideological conflicts over controversial proposals to drag Board meetings late into the night. Instead, help the parties involved find an alternative forum in which to work out their differences, such as an ad-hoc meeting or a Reconciliation Committee. Offer your mediation skills if needed.
• You will need to be an expert on the Bylaws and Continuing Policy, but no one can memorize the entire Board Manual. Have your Manual with you at all times. Carrying a laptop with a searchable PDF of the Board Manual will make your life a lot easier.

Approved by the Personnel Committee