Title: Membership Secretary/Director
Work Credit: Full dining
Choice of housing and dining co-op
Half dining as Membership Secretary/Director-elect the year before office
Payroll: Stipend equal to OSCA board bill (less taxes)
Time Required: 10-20 hours; more time during beginning of semester and during spring lottery
Responsible to: OSCA Board, President, General Management Team, General Membership
Support People: Officers, Housing Coordinator
Elected by: OSCA Membership in early Spring
Sit on Appointments: Accessibility Committee Coordinators, Cleanliness & Maintenance Coordinators (one Operational Officer), Housing Coordinator, Nutrition Coordinator, Operations Managers (one Operational Officer), OSCA/College Liaison (rent contract negotiation years), Sexual Offense Policy Advocates, Winter Term Officers

General Responsibilities

As Director of Membership
1. Work to keep OSCA co-ops functioning at their capacities; handle the wait list and changes in membership.
2. Keep the Membership and potential members informed about the wait list and membership policies, usually through e-mail.
3. Facilitate the annual membership lottery.
4. Examine membership policy and work with the Board of Directors to improve it.
5. Be familiar with the dining and housing membership contracts. Be prepared to hold members accountable to their contract(s).
6. Read the OSCA rent contract; perform any duties related to membership that appear in the contract.

As an Officer of the Corporation
1. Meet weekly with the other Officers.
2. Work with the other Officers to deal with complex or difficult situations in OSCA.
3. Serve as an administrator and ensure that OSCA is meeting its legal and contractual obligations.

Specific Responsibilities / Timeline

As Director of Membership

At the start of each year
1. Plan to arrive to campus early to help prepare for the upcoming year by ensuring that the office is set up with the proper files in place.

At the start of each semester
1. Make sure HLECs and interim DLECs have up-to-date lists of members in their co-ops.
2. As soon as co-ops appoint membership coordinators (and/or missed job coordinators), meet with them to train them on the job lottery, missed job procedures, and all other elements of their jobs. Also ensure that they sign confidentiality contracts.
3. As soon as possible, meet with the Housing Coordinator to train them in missed job procedures.
4. As soon as possible, meet with the Accessibility Committee Coordinators, Sexual Offense Policy Advocates, and Nutrition Coordinator to review accommodations policies and procedures.
5. Prepare an e-mail for the membership coordinators to send out to their membership with information about the wait list and how to leave OSCA.
6. As co-ops elect positions, verify with other staff that those co-opers are members of the co-ops they are elected in.
7. Send each co-op membership coordinator a list of people in their co-op with all-OSCA staff jobs. Update this list as changes occur.

Each week (some tasks will be performed bi-weekly late in the semester)
1. After the first month of each semester, e-mail the top 15 students on the wait list to advise them that they are on the top of the wait list and notify them of the deadline to remove themselves if they no longer want to be assigned to a co-op.
2. With the help of OSCA employees, collect dining and housing change notification information from the Office Staff; add people wishing to leave OSCA to the membership changes report.
3. Fill vacated spots with new members from the wait list.
4. With the help of OSCA employees, prepare final membership changes report; password protect document and e-mail changes to the Office of Residential Education & Dining Services.
5. Send confirmations to new members and departing members. Notify co-op DLECs, HLECs (as needed), membership coordinators, new member trainers, and missed jobs coordinators of members entering and leaving the co-op.
6. With the help of OSCA employees, keep track of which members have signed membership contracts; keep membership coordinator abreast of who have not in order to ensure all members sign contracts.
7. Meet weekly with the Education Coordinators.

Every few weeks
1. Notify those on the wait list of their current status and send instructions for getting off of the wait list.

At the End of Fall Semester
1. Keep track of changes for the upcoming semester and fill empty spaces as necessary.
2. Train Winter Term Membership Secretary.

Each Spring
1. Work with the Financial Manager to plan and execute the annual membership lottery held in Spring. Use the Financial Manager’s excellent lottery time line as a guide.
2. Coordinate annual lottery membership confirmation day for accepted members to pay advance deposits and sign membership contracts.

As Necessary
1. Chair the Membership and Housing Committee (or another committee if Membership and Housing has no business).
2. The Membership Secretary 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.
3. Chair grievance committees.

At the End of the Year
1. Revise membership coordinator and missed job coordinator training manual.

As an Officer of the Corporation

Meeting and Regular Duties
1. Attend the semesterly Board Retreat and all OSCA Board meetings.
2. Serve as a member of the General Management Team and attend weekly meetings.
3. Sit on the Personnel Committee and attend weekly meetings.
4. Meet weekly with the other Officers.
5. Hold regular weekly office hours.
6. Be accessible to OSCA members by phone, email, or appointment.
7. Sit on the Housing Committee and attend meetings every other week.
8. Sit on the OSCA Foundation Board of Directors and attend all Board meetings.
9. Attend monthly meetings with College Deans.
10. Attend monthly Housing meetings with the College.
11. Submit monthly stipend reports to the President for presentation to the Board (September, October, November, December, February, March, April, May).

**Early Spring**
1. Recruit candidates to run for Membership Secretary/Director; give the Membership Secretary-elect a thorough training throughout Spring semester.

**At the end of the Year**
1. Revise this job description.
2. Submit a year-end report at the end of your term as a GMT member (see continuing policy for specific details on the structure of your report).
3. Summarize membership activities at the end of the year in the Annual Corporate Report.
4. Save all electronic files relevant to your position on the OSCA computer server drive before the end of the year.

**General Advice**
1. Communication: Stay in communication with membership coordinators, the other Officers and OSCA Employees. Ask for help if you need it; ask others to contact you right away if they need help. If you have free time, ask if anyone in the office needs a hand. Be sure to frequently check e-mail, voice mail, your mailbox and the mailbox on the office door.
2. Professionalism: Always be professional. Even if members or parents are rude or upset, respect always helps.
3. Knowledge: Know your job and OSCA policies but never guess. If you are not sure of a policy, look it up.
4. Good Judgment: Always use good judgment; always maintain confidentiality.
5. Be Happy: Enjoy your job; ask for help if you get stressed; be a positive presence in the office.

Approved by the Personnel Committee