Title: **Winter Term Treasurer**

**Work Credit:** Full dining
Choice of Winter Term dining co-op

**Payroll:** Stipend equal to OSCA Winter Term bill (less taxes)

**Time Required:** 5-10 hours/week – should be available first day of Winter Term, so it is preferable if you arrive on campus the day before.

**Responsible to:** WT Co-ops, OSCA Board, General Management Team, OSCA Fall and Spring Membership

**Support People:** Winter Term Officers, OSCA Employees, Full-year Treasurer (likely on vacation but probably more than happy to answer questions via phone or e-mail)

**Appointed by:** Operational Officers (all), Business Coordinator, Financial Manager

**Sit on Appointments:** none

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**General Responsibilities**

The Winter Term Treasurer is the all-OSCA Treasurer and Food Coordinator for the duration of Winter Term. They are responsible for making sure that every co-op has enough food and that no co-op goes over budget.

**Specific Responsibilities**

Familiarize yourself with the WT President’s job description. The Officers will be working together to fulfill the duties listed there.

1. Sign up to dine in OSCA over all of Winter Term.
2. Be accessible to OSCA members by phone, e-mail, office hours, or by appointment.
3. Visit the office each day it is open, if possible, to sign any checks waiting for you and do any general duties.
4. Order food for the first week of Winter Term before Winter Term begins, so that it can arrive before the first week.
5. Continue to order dry foods, produce, dairy, etc. or, train co-op food-buyers and treasurers (if elected by the co-ops).
6. Put up a WT invoice/receipt folder in each co-op and making sure everybody knows where it is and what it is for. Bring those invoices/receipts to the OSCA office, enter them into the WT computer program, and give the receipts/invoices to the Financial Manager.
7. If a co-op chooses to elect a Treasurer, have them collect the receipts/invoices and leave them for you in the OSCA office. They should NOT enter them into the computer program. Only you can do that.
8. Make sure the right number of members are entered for each co-op each week into the computer program.
9. Post the co-op budgets in every open co-op each week.
10. Communicate with Third World Co-op that you are at their service, even though they traditionally do things on their own. Ask ahead whether the members of TWC would like you to order food for the first week or not. You should also be available with food-buying information. You should offer to collect the receipts/invoices from TWC so that they don’t have to bring them all the way to the OSCA office if they don’t want to.
Timeline

After you are appointed (late December)
1. Make sure the General Management Team and other WT officers are familiar with you.
2. Verify the food-buying list and schedule that is in the OSCA Winter Term computer server drive with any OSCA Food Coordinator. Make sure that you understand it and that you can order food on your own for the first week. This may mean placing orders while still on Winter Break.

Before you leave for Winter Break (late late December)
1. Meet with the other two WT Officers to arrange how you will work the first day and the first dinner.
2. Know what the first week of WT’s expected membership and budget are so you have an idea of how much to order.
3. You MUST be authorized to sign OSCA checks. (The Financial Manager will take care of this with the bank.)
4. Get put on the WT charge list by talking to the WT President. This means that you will be able to buy food from Gibson’s, IGA, etc. by charging it to OSCA rather than by having to be later reimbursed. Give the receipts to the Financial Manager.

First Week of WT (early January)
1. Learn from the Financial Manager how to enter invoices/receipts into the computer program. Do so during your office hours. Also MAKE SURE you update the membership numbers each week, especially once the week is over.
2. Put up a WT invoice/receipt collection folder and an explanation of how to use it in every co-op.
3. Make sure everyone in every co-op you are ordering for understands the delivery schedule.
4. Make sure the deliveries are made (as long as you are Food Coordinator) and put away in the walk-ins if need be.
5. Go shopping for any basics not delivered soon enough, using the OSCA charge accounts.
6. Encourage people eating at the co-ops as guests to sign up and pay.
7. You are OBLIGATED to work for the Financial Manager for one day in early January, in order to mail out Spring Term room and board bills. They will tell you when.

The rest of WT
1. Make sure there is at least one person in each co-op that you can talk to about that co-op’s budget. This can be the DLEC, a food-buyer, or a treasurer, etc. If there is a food-buyer for a co-op, let them know how they’re doing in terms of staying within budget.
2. Post the OSCA WT budget each week.
3. Come to the OSCA office once a day to sign checks (Monday – Thursday).
4. Make sure the food-buyers do NOT order any food for the week after WT ends.
5. Update the food-buying list and schedule in the OSCA Winter Term computer server drive.
6. Submit stipend report to the President for presentation to the Board (by mid-February).
7. Update this job description.
8. Save all electronic files relevant to your position on the OSCA computer server drive before the end of the year.

Things you need to know

All the phone numbers you need are in the rolodex. DON’T BE AFRAID TO BE PROFESSIONAL!

Approved by the Personnel Committee