

<b>Title:</b>	<b>Winter Membership Secretary</b>
<b>Work Credit:</b>	Full hours in dining Choice of Winter Term dining co-op
<b>Payroll:</b>	\$300 (less taxes)
<b>Time Required:</b>	40-80 hours/month (10-20 hours/week)
<b>Responsible to:</b>	Winter Term Membership, OSCA Board, General Management Team, OSCA Fall and Spring Membership
<b>Support People:</b>	Winter Term Officers, Employees, Full-year Membership Secretary (likely on vacation but probably more than happy to answer questions via phone or e-mail)
<b>Appointed by:</b>	Operational Officers (all), Business Coordinator, Financial Manager
<b>Sit on Appointments:</b>	None

### General Responsibilities

- The WT Membership Secretary has two main sets of duties – those of Membership Secretary and those of a WT Officer. As Membership Secretary, they are responsible for filling housing and dining spaces in OSCA for Spring Semester, sending membership changes to the Office of Residential Education & Dining Services, being knowledgeable about all levels of OSCA operations, from financial organization to how a Hobart works. (You will be answering a lot of e-mails and phone calls.)
- As a Winter Term Officer, you are a loose-ends coordinator for WT Co-ops. Your duties involving winter term co-op membership are limited; you should facilitate the membership process and be knowledgeable about who's in the co-ops, and work with the other WT Officers to make sure that the WT Membership is functioning smoothly. The Business Coordinator will take care of WT membership lists. Since WT co-ops are both differently and less structured than normal OSCA, and since a good number of WT co-ops are here to try co-ops out for the first time, you will also have numerous educational responsibilities as a salty old co-oper.

### Specific Responsibilities

- 1) Familiarize yourself with the WT President's job description. The Officers will be working together to fulfill the duties listed there.
- 2) Before Winter Break, meet with the Membership Secretary and get trained. You should probably also poke around in your files on the computers before you leave to jog your memory. It is a lot to remember, but don't worry if you can't remember everything. The Office employees will answer questions you may have.
- 3) Sign up to eat in a WT co-op.
- 4) Read this job description, and the job descriptions for other WT Officers and for the Membership Secretary proper. It's a super-good idea to know what your fellow Officers are up to, and since WT Membership is a lot more similar to its year-round counterpart than the other two Officerships are to theirs, you need to be very familiar with how the job works. Job descriptions should be available outside the OSCA office, or in Board Manuals (there's one in every co-op).
- 5) After all WT Officers have been trained, meet with the other Officers. At this meeting, you should introduce yourselves and your position (you folks will be working closely with each other and will hopefully become super-good friends), establish when everyone will return for Winter Term and divide up work for the first few days of WT among yourselves.
- 6) Get back on campus before the first meal at least, preferably earlier.
- 7) Talk to the WT President and see if anything needs to be done before the first meal.
- 8) The first time you have a chance, talk to the Business Coordinator. The BC will refresh you about how to do membership changes, work with the wait list, and answer email.

- 9) Your goal as Membership Secretary will be to get OSCA at full capacity for Spring semester. This means that you will have to do a lot of e-mailing people to see if they accept housing spaces.
- 10) Be accessible to OSCA members by phone, e-mail, office hours, or appointment. Be available in the WT co-ops, too. You may want to post a sign telling when your office hours are, where you eat, and how to contact you if people have membership questions.
- 11) Collect WT housing member lists from WT HLECs and forward this info to the Office of Residential Education when requested. Inform WT HLECs of new housing changes so that they can coordinate move-ins.
- 12) Be familiar with OSCA accessibility policies. Contact students who request information regarding accessibility policies. Act as an advocate for these students within their co-ops during winter term.
- 13) Facilitate the membership process. Have WT Co-op sign-up forms all over the place. Volunteer to bring forms to the OSCA Office.
- 14) Advertise both WT Co-ops and Spring semester co-ops.
- 15) At the end of the semester, the WT Officers should inspect all kitchens that have been unlocked to see what cleaning needs to be done. (You may only have to take out the trash, or you might need a full-fledged supercommando.)
- 16) Email people for “top of waitlist” things very early on because people do not respond promptly over WT.
- 17) Submit stipend report to the President for presentation to the Board (by mid-February).
- 18) Revise this job description by the end of WT.
- 19) Save all electronic files relevant to your position on the OSCA server before the end of the year.
- 20) You are OBLIGATED to work Billing Day in early January, in order to mail out Spring Term room and board bills. The Financial Manager will tell you on what date Billing Day is.

#### **Things you need to know to do your job and how to find them out**

- Ask the Business Coordinator and Financial Manager for historical advice and the location of useful documents.
- Ask the Office Assistant if you need advice on office work.
- Be professional in your dealings with the College or any other business.
- The Board Manual has continuing policy and bylaws.
- Investigate the OSCA library’s holdings (it’s fun and informative).
- Be super aware of dates and when deliverables are due.
- Stay up-to-date on membership-specific email, and organize the in-box (membership get lots o’ email).

#### Relationships

Please form loving and lasting relationships with your fellow WTO, OSCA employees, and your underlings in co-ops.

#### General Advice

- Office hours are good times to answer email and do Membership-y things. While you can check the OSCA email from anywhere, you will need your files to answer a lot of questions you get. If you're not around the office, the OSCA employees may end up doing a lot of your work for you, and people who happen to be in the office may answer questions that you know the answer to, but they don't. It's also really nice to have someone else in the office to vent frustrations brought about by snarky, confusing, panicked or overly abundant email (it will happen).
- You will have many Excel-related tasks. It would be good to have a handle on, or be able to gain some knowledge of, Excel.
- Both you and the President have the task of keeping the co-op membership happy, which can be difficult during bleak WT weather. Hold movie nights and other events (in WT '08, Fairkid went hunting for ghosts in the basements of some of the older dorms), let people know about stuff going on on-campus and try to make

cheery conversation yourself. Build community; there are a ton of awesome friends to be made (and the better of an experience WT Co-oping is, the easier it is for you to fill spots for Spring Semester!).

Have a nice, cozy Winter Break!

*Approved by the Personnel Committee*