

<b>Title:</b>	<b>Co-op Board Representative (for individual dining co-ops)</b> Two Positions
<b>Work Credit:</b>	Full hours in dining
<b>Time Required:</b>	Generally 20-28 hours/month (5-7 hours/week)
<b>Responsible to:</b>	Chair of the Board, Dining Membership
<b>Support People:</b>	Chair of the Board, Operational Officers, other Board Reps
<b>Elected by:</b>	Individual Co-op Members
<b>Sit on Appointments:</b>	none

### General Responsibilities

The primary responsibilities of a Board Rep are to inform and educate their co-op on issues brought before the Board, represent their members' concerns and feedback at Board meetings, and to act as a corporate trustee that acts to protection of OSCA's legal interests and longevity as an organization. A Board Rep generates the policy by which OSCA operates and is charged with being a reliable and available source of information on all-OSCA issues and policy. Board Reps need to be comfortable and competent in facilitating potentially contentious policy discussions.

### Specific Responsibilities

- 1) Each semester, attend the OSCA Board Retreat and weekly Board meetings.
- 2) Hold weekly Board nights in order to keep each co-op up-to-date with what is happening on the Board, as well as to elicit input on proposals and caucuses in order to relay their co-op's position to the Board.
- 3) Vote whether or not to approve a proposal at Board meetings based their co-ops opinions and OSCA's legal requirements.
- 4) Sit on at least one committee (or comparable work in consultation with the Chair of the Board).
- 5) Attend meetings of the Proposal Planning Committee, frequency of attendance to be decided each semester by the Chair of the Board. (Generally 2-3 times per semester).
- 6) Act as a source of knowledge to the co-op about what is being discussed at the weekly Board meetings and on potential crisis situations at the all-OSCA level.
- 7) Ensure that the memberships of individual co-ops are aware of and have easy access to the weekly Board packets as well as the semester's Board Manual.
- 8) Advertise and facilitate all-OSCA elections and votes, ensuring that proper procedure is followed.
- 9) Count the ballots once an election is terminated and vote whether or not to approve that the election process was followed accurately.
- 10) Vote on whether or not to approve specific candidates statements for officer positions.

### A Note on Board Reps

This position is great for anyone who wishes to gain a greater understanding of all-OSCA policies and functions. Like DLECs, they will not necessarily know the answer to every question, but should be able to refer questions to the appropriate staff. This position is a great stepping-stone for all-OSCA positions, particularly Officer positions.

*Approved by the Personnel Committee and Board of Directors*