

Title:	President
Work Credit:	Full hours in dining during office (half hours in dining as President-elect the year before office) Choice of housing and dining co-op
Payroll:	Stipend equal to \$3,600 per semester (less taxes)
Time Required:	60-100 hours/month (15-25 hours/week; 15-30 hours/week during Rent Contract negotiation years) Must stay through commencement the year before office and return to Oberlin early in August.
Responsible to:	OSCA Board, General Management Team, General Membership
Support People:	Officers, Staff and Employees
Elected by:	General Membership in early Spring
Sit on Appointments:	Cleanliness & Maintenance Coordinators (one Operational Officer), Education & History Coordinator (one Officer), Education & Training Coordinator (one Officer), Housing Coordinator, Nicaragua Sister Partnership Coordinator, Operations Managers (one Operational Officer), OSCA/College Liaison (Rent Contract negotiation years), Student Administrative Assistant, Winter Term Officers

General Responsibilities

As an Officer of the organization, the President acts as a trustee and caretaker of OSCA and its interests. As a support person for all Staff, the President is also responsible for maintaining lines of communication among all levels of OSCA Staff, Employees, and Members. The President is the official spokesperson and should oversee all communication between OSCA and outside entities, including the press and Oberlin College.

Specific Responsibilities

- 1) Attend Proposal Planning Committee as able each week. If you cannot make it to for any week, see if the Treasurer or Membership Secretary can attend instead.
- 2) Each semester, attend the OSCA Board Retreat and all weekly Board meetings.
- 3) Sit on the OSCA Foundation Board of Directors and attend all Board meetings. Serve as OSCA Foundation Acting-President until OSCA Foundation Officer elections are completed.
- 4) Co-chair the Long Range Planning Committee with the Chair of the Board. Coordinate weekly meetings, check regularly for newly elected committee representatives, and ensure that committee summaries are sent weekly to the Chair of the Board.
- 5) Chair Personnel Committee (PerCo). Schedule and call PerCo meetings. Submit Personnel Committee minutes to the Chair of the Board and Business Coordinator each week.
- 6) Chair the General Management Team (GMT). Schedule and call GMT meetings. Consider establishing an electronic shared spreadsheet for GMT members to add their weekly activities and agenda items. If GMT meets at a time past 4:00pm (it almost always does), be aware of time during meetings and be respectful of employees who are staying after the office has closed. Submit GMT minutes to the Chair of the Board and Business Coordinator each week.
- 7) With assistance as needed from the Officers, Housing Coordinator, and OSCA/OC Liaison (during Rent Contract negotiation years), plan and schedule relevant meetings between OSCA and Oberlin College Staff.
- 8) Oversee training of and provide support to all Staff and GMT. Hold a staff and GMT training each semester, hold a separate training on appointments procedures, and ensure that all staff are completing their trainings and projects. Check in with staff members as needed to provide support, especially the Operations Managers and Housing Coordinator.

- 9) As one of the four Officers, one of your jobs is to act as a direct supervisor to OSCA's employees. In this capacity, meet with each of them each semester to set up lines of communication and support that work for all parties. Consider holding weekly meetings among all Officers and Employees to check in with each other regularly.
- 10) Each semester, complete an evaluation form for each employee and submit them by the required deadline.
- 11) Attend Facilities, Housing, SHIL, and Deans' meetings with the College, as well as other relevant meetings.
- 12) Organize Contract negotiations with the College (every three years), along with the OSCA/OC Liaison and the rest of the Rent Contract Negotiation Team.
- 13) Attend annual Bill Long Foundation meeting. If you cannot attend, appoint someone else to attend.
- 14) Hold regular weekly office hours. If possible, be in the Office every day it is open.
- 15) Meet weekly with the other Officers.
- 16) Be accessible to OSCA members by phone, email, or appointment.
- 17) Submit monthly stipend reports for presentation to the Board (September, October, November, December, February, March, April, May). Request and collect stipend and activity reports from all other staff each month, read them over, and discuss issues with PerCo. Submit collected stipend reports to the Chair of the Board for inclusion in the Board meeting packet.
- 18) Write a 'Letter from the President' for the annual Alumni Newsletter.
- 19) Prepare an Annual Corporate Report; summarize corporate activities with input from all Officers; submit Annual Corporate Report for inclusion in final Board of Directors meeting packet.
- 20) Meet individually with OSCA's Employees at least once per semester and as necessary to confirm effective lines of communication and mutual understandings of support. Avail yourself of their knowledge and expertise and learn as much as you can from them. Have this meeting be entirely confidential and tell that to the employees. It can be informal over coffee, but the confidentiality is important. A few suggestions for questions to ask: What can I do to make your job for OSCA more enjoyable / better/ manageable? Are there any lines of communication that aren't working to your satisfaction? At any point, can you please let me know if you feel you have too much or too little work to do?

Timeline

Spring (after election):

- 1) You should spend a lot of time with the current President, learning what they do and how they spend their time. You should meet with the other Officers-elect and begin to get a sense of your working relationship and your goals for the coming year. You should also attend meetings with Oberlin College along with the current President in order to become familiar with the College's Staff and structure.
- 2) Read all critical documents and become familiar with the history of OSCA and its current issues. By the end of the semester, you should be familiar with the Board Manual, Rent Contract, the Annual Corporate Report, and Year-End Report that your predecessor has prepared.
- 3) Reach out to SHILs to ensure you have an understanding of support skills. Arrange a full training in support skills and "duty to report" if necessary.
- 4) Stay on campus through Commencement to continue your training.
- 5) Assist in organizing the annual OSCA alumni picnic during Commencement weekend.
- 6) Get access to the President account on the OSCA server. Begin reviewing documents and past communications as early as possible to help in your training.

Summer:

- 1) Your term officially begins on the 1st of June. Get OSCA email account access or be accessible via email as much as possible over the summer to help Staff prepare for early arrival and to address any unforeseen management issues that may arise. Stay in touch with the other Officers and the OSCA office over phone, email, etc. to discuss plans for the year and to address any issues that come up.
- 2) During this time, continue reviewing important documents related to your position, including the Board Manual, Rent Contract, the Annual Corporate Report, Year-End Report, and the New Owner's Manual that your predecessor has prepared. It would also be helpful to look through President emails on the OSCA account to gain a better sense of the President position, as well as read through OSCA board packets and all OSCA staff job description in preparation for the upcoming year.

August:

- 1) Return to campus 2 days before official early arrival begins (or as mandated in the Rent Contract). Contact Staff members as they arrive and meet with them to discuss goals and strategies for the coming year related to their particular area or committee. You should become familiar with the duties of every OSCA Staff person and help them be familiar with their duties.
- 2) Schedule at least one GMT meeting before the academic year begins. Decide on how you will be organizing and running GMT meetings and what role they will play in the operation of OSCA. Minutes must be taken at every meeting and shared with the membership through the Board Packets.
- 3) Along with the other Officers, send a letter of introduction (prepared by the Business Coordinator) to the appropriate offices of the College and OSCA professionals (e.g. attorneys, accountant).
- 4) Check in and coordinate with the Education Coordinators in regard to OSCA participating in the Orientation Resource Fair.
- 5) Begin scheduling all relevant staff meetings, for Personnel Committee, weekly Officer meetings, General Management Team, and Long Range Planning Committee.

Early Fall Semester:

- 1) Hold a training for all Staff in the OSCA Office and teach them how to use the resources available in the office. Include in your training any other information you think may be relevant to their work, including training on OSCA's legal requirements and/or confidentiality, OSCA's finances, all-OSCA missed job policy, stipend/activity reports, appointments, and the general functioning of the OSCA Board of Directors.. Work with the other Officers and the Operations Managers to gather the appropriate documents and training materials, and make sure that Staff receive any other training or support they need.
- 2) Keep training yourself. Learn as much as you can about all the committees so that you can be a more effective resource.
- 3) Coordinate with the Chair of the Board as they plan the Fall Board Retreat. If necessary, have the Chair of the Board attend a GMT meeting to talk to GMT Staff about their Board Retreat presentations and their ability to drive to the Retreat if it is held at a location far from central campus.
- 4) Make sure other all-OSCA Staff have scheduled and held trainings for co-op elected positions (coordinate this with the Operations Managers).
- 5) Organize at least one Staff social so that all OSCA Staff members have an opportunity to meet each other.
- 6) Email OSCA members introducing yourself and the other OSCA Officers, and try to visit each dining co-op to introduce yourself in person.

Fall Semester, after the first few weeks:

- 1) Be available in the OSCA Office regularly. Try to do your work in the Office concurrently with the other Officers as much as possible.
- 2) Chair scheduled meetings of the Personnel Committee and GMT.
- 3) Check your mailbox in the OSCA office on a regular basis.
- 4) Check your personal email account and the OSCA email account very regularly – preferably several times per day. If you have a phone with email capability, consider adding the OSCA account to your phone, although you should be wary of checking it *too* often.
- 5) E-mail all-OSCA Staff to request monthly Stipend and Activity reports; organize Stipend and Activity reports and submit to PerCo to review thoroughly; send Stipend reports to Board Chair for publication in the weekly Board Packet.
- 6) Edit GMT and PerCo meeting minutes as needed and submit them to the Chair of the Board to be included in the Board Packet.
- 7) Collect stipend reports from stipended Staff (September, October, November, December). You must write a report as well. Submit these reports to the Chair of the Board to be included in the Board Packet.
- 8) Keep in touch with Staff who are coordinating appointments committees. Make sure that appointments happen on time and that the names of the new Staff are recorded.
- 9) Before December break, arrange a GMT appreciation dinner. (Note that calendar-year GMT Staff must submit a year-end report before the GMT appreciation dinner in order to participate in the dinner.)

Spring Semester:

- 1) Carry on all day-to-day operations as during Fall semester.
- 2) Train President-elect. Teach them everything you know.
- 3) E-mail all-OSCA Staff to request monthly activity reports; organize reports and submit to PerCo.
- 4) Collect stipend reports from stipended Staff (February, March, April, May). You must write a report as well. Submit these reports to the Chair of the Board to be included in the Board Packet.
- 5) Conduct Staff and Employee evaluations and contract renewal, in coordination with PerCo.

End of the Year:

- 1) Arrange Officers & GMT appreciation dinner and group photo. (Note that academic-year GMT Staff must submit a year-end report before the GMT appreciation dinner in order to participate in the dinner.)
- 2) Coordinate planning Alumni Picnic and printing Alumni Newsletter with President-elect and Education Coordinators. If possible, stay through Commencement to help with implementing the picnic, as well as to continue training your successor.
- 3) Revise this job description at the end of the year.
- 4) 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).
- 5) Prepare an Annual Corporate Report; summarize corporate activities with input from all Officers; submit Annual Corporate Report for inclusion in final Board of Directors meeting packet.
- 6) Save all electronic files relevant to your position on the OSCA server before the end of the year.
- 7) Look through the Personnel Committee task timeline and OSCA task timeline and propose any edits to the documents for the following year.

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

- You will need to have an excellent command of the Bylaws, Continuing Policy and the rest of the Board Manual in order to do your job effectively. Read the entire Board Manual and OSCA/OC Rent Contract from cover to cover at least a few times. However, when it comes to memorizing small details, focus on policies that come up frequently and don't try to memorize everything. Instead, let your Board Manual be your constant companion and consult it as needed. Important sections in policy related to the staff position include the OSCA Bylaws as well as the Staff, OSCA Employee Protection, and Committees Continuing Policy.
- This job will frequently require you to think on your feet when a difficult question is asked, especially on the Board. Use your best judgment to answer difficult management and legal questions, but don't make things up or feign knowledge that you don't have. Talk to the Office Staff or the other Officers and/or consult the Board Manual when you don't have an answer.
- Answer email and phone calls as promptly as possible. People really appreciate it.
- When interpersonal conflicts arise between Staff, deal with them promptly and remain impartial, supportive, and firm. Make sure that you hear both sides of any issue and give everyone a chance to speak, but know that you'll sometimes have to tell Staff things that they don't want to hear.
- You can't do this job alone. Rely heavily on the knowledge and support of the Employees and your fellow Officers. If your workload becomes unmanageable, delegate to other Staff where appropriate.
- Find a good system of organization and stick to it. Keeping track of dates and deadlines is critical to being effective as President. Being efficient and organized will also cut down on the amount of hours you spend doing your job.
- As the public face of OSCA, you need to be a good role model for the organization. Stay out of trouble and think carefully about what you say.

Relationships

You work closely with the GMT (especially the Housing Coordinator and Operations Managers), Officers, Board, and Employees. You will probably want to work closely with the OSCA/OC Liaison as well (during Rent Contract negotiation years). You will also communicate frequently with College Staff in the Office of Residential Education and Dining Services, as well as the Dean of Students and representatives of the Office of Facilities Operations.

Approved by the Personnel Committee