

Title:	Winter Term Treasurer
Work Credit:	Full hours in dining Choice of Winter Term dining co-op
Payroll:	\$300 (less taxes)
Time Required:	20-40 hours/month (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:	Winter Term Membership, 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

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 Excel spreadsheet on the OSCA server, 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 Excel spreadsheet. 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) Email or 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.
- 11) Sign and update the OSCA Charge List as necessary.

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 on the OSCA Winter Term server with one of the Food Coordinators. Make sure that you understand it and that you can order food on your own for the first week. This will probably 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's expected membership and WT 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. This may happen after break as it's necessary to sign some forms at the bank in person.
- 4) Create and update the WT charge list with the WT President.

First week of Winter Term (early January)

- 1) Learn from the Financial Manager how to enter invoices/receipts into the Excel spreadsheet. Do so during your office hours. Also BE SURE TO update membership numbers each week, especially once the week is over.
- 2) Over WT use the invoice/receipt collection folders already present for regular term co-ops; this makes everything more clear for vendors and veteran co-ops.
- 3) Make sure everyone in every co-op you are ordering for understands the delivery schedule.
- 4) Make sure the deliveries are made and put away in the walk-ins if need be. It is especially important to let vendors in if there are canceled meals when the delivery is due to arrive (normally, the cooks/crew let in vendors).
- 5) Go shopping for any basics not delivered soon enough, using the OSCA charge accounts; depending on the dates Premier can be useful for this as well.
- 6) Encourage people eating at the co-ops as guests to sign up and pay.
- 7) 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.

The rest of Winter Term

- 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. And help the in-coming FoodCos order spring semester food BEFORE Spring semester begins (and label it so it's not eaten by WT people).
- 5) Update the food-buying list and WT schedule on the OSCA server.
- 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 server before the end of the year.

Notes to Future WT Treasurers (& other WT Officers)

- Login to oscafoodco account before break, in the “shared with me” in Google Docs, there are lot of useful information.
- Check the inventory yourself, and ask the FoodCos (or someone knowledgeable) what they would recommend ordering BEFORE BREAK.
- Learn how to use and organize (with folders & labels) the OSCA email account ASAP.
- Find the facilities building and ask a KitchCo where the supplies (bleach etc.) are BEFORE BREAK.
- When searching Premier’s website, use the singular form of the noun (eg. “LENTIL” not “LENTILS”) because you will get more and better results.
- Organize who’s cooking/crewing the first WT meal AS EARLY AS POSSIBLE (before break if you can). Understaffed crews are not fun.
- Electing food-buyers is a good idea. Try to get them trained well before Sunday if you can (or ASAP afterwards).
- Do not send anything to non-WT membership (overdue payments etc.) without checking with the regular term Treasurer first!
- Sometimes delivery problems (missing forms etc.) sort themselves out. Do not panic over missing items (etc.).

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