

Revised January, 2022, Revised August 2023
University Apartments South Residents' Association (UASRA)
Green Coordinator By-Laws

PURPOSE

The purpose of the Green Coordinator would be to serve as a resource for providing free food to all housing as part of UASRA's green initiative.

DESCRIPTION

The Green Coordinator is an appointed officer in the UASRA. They are under the jurisdiction of the President.

ELIGIBILITY

Any registered tenant (18 years and older) of University Apartments/South.

RESPONSIBILITIES

A. Meetings

1. The Green Coordinator is required to attend monthly General Assembly meetings. They are also required to attend General Board meetings if invited.
2. If unable to attend a General Assembly meeting, the Green Coordinator should notify the President 48 hours in advance, unless it is an emergency, in which case notice should be given as soon as practicable under the circumstances. Care must be taken to regularly attend the meetings.

B. Leading Produce Pick-up and volunteer coordination

1. The Green Coordinator will take in new participants and make food announcements on Remind App. Further familiarity with the app is needed.
2. They will feed the value of food received for Monday morning deliveries on Careit program app.
3. They will remotely coordinate between personnel from FCLa food delivery and UAS resident volunteers for all UAS housing.
4. They will advertise online about the food program on various digital platforms every two months and build a volunteer pool in each housing. They shall also make residents aware of perks involved in volunteering.
5. They will plan the annual budget for the Food Program by October end.
6. They will assist in reimbursing gas money to the volunteers (once in 3 months) who are driving to get food produce.
7. They will reward excellent volunteers every 3 months for all housing locations. For Sepulveda and Sawtelle housing, they are recommended to consult GC assistants.
8. They will assist with providing keycards to regular volunteers after discussion with GC

assistants.

9. They will work with core volunteers of Rose, Venice Barry, Keystone-Mentone using digital community space to conduct food distribution.

10. Keep in touch with Sepulveda and Sawtelle GC asst. for spontaneous delivery.

11. Report president of the budget expenditure plan and reach in case of other required situations.

If the Green Coordinator decides to resign, they must provide a written notice to the President at least 30 days before resignation.

C. The Green Coordinator is responsible for organizing their google drive and keeping recent (at least two previous years) information and samples of forms and flyers in their google drive at the end of their term(s). No data, including email inbox, sent folders and g-drive files can be deleted without discussion with the UASRA board. Regular back-up of data is mandatory. At the end of the academic year, the Green Coordinator must submit their Year in Review Report, latest before June end, to receive their final stipend check. The Year In Review, which is a detailed list of the job responsibilities associated with the position, should entail accomplishments from the year, challenges faced, and recommendations for the future at the end of their term (by June) or upon resignation. Data deletion/dismantling will result in barring participation in all future UASRA office committees.

STIPEND

The Green Coordinator is to be paid their stipend at the end of each quarter (3 months), except for June.

Let it be understood that due to the nature of the Residents' Association, some issues may arise requiring attention that will not fall under any specific office. In such an event, you may be asked to perform other duties only as designated by the UASRA Board.

If the Green Coordinator by-laws are not upheld, the UASRA board has the right to take action as per **ADDENDUM-1, given at the end of this form.**

I have read, understood and accepted the UASRA Green Coordinator

Name: _____

If nonstudent, Name and student ID of Spouse: _____

Address: _____

Phone # Day: _____ Evening: _____

Email Address: _____

Signature: _____ Date: ____/____/____

Complex: _____

*By-laws subject to change with General Assembly approval

August 31, 2021

University Apartments South Residents' Association (UASRA)

ADDENDUM-1 for Green Coordinator By-laws

1. If General Assembly (GA) meeting is missed, the Green coordinator will read the meeting minutes published on the google drive and notify the President with any opinion or idea.
2. If two GA meetings are missed without notice or responsibilities are not fulfilled, the President will send a warning to the member and the Green coordinator will have to submit a write-up for their absence and their action plan.
3. Further unexcused/unnotified absence and/or non-compliance with by-laws duties may result in dismissal.