

Created April 2023, Revised July 2023
University Apartments South Residents' Association (UASRA)
Green Coordinator Assistant By-Laws

PURPOSE

The purpose of the Green Coordinator Assistant is to help in receiving free food as field officer in Sepulveda and Sawtelle housing.

DESCRIPTION

The Green Coordinator Assistant is an appointed officer in the UASRA. He/she/they are under the jurisdiction of the Green coordinator.

ELIGIBILITY

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

RESPONSIBILITIES

A. Meetings

1. The Green Coordinator Assistant is required to attend monthly General Assembly meetings and if invited, to the General Board meetings. It is at the meeting that Green coordinator assistant has an opportunity to report any information regarding their duties or reminders to the General Assembly.
2. If unable to attend a meeting, the Green Coordinator Assistant 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 should be taken to attend the meetings regularly.
3. If Green Coordinator Assistant decides to resign, they must provide a written notice to the Green Coordinator at least 30 days before resignation.

B. Lock, Key, and Food Program Responsibilities

1. The Green Coordinator Assistant will unlock the Sepulveda AA Room/ Community Center in order to help with the food distributions and maintain it clean.

C. Food distribution related onsite duties

1. Streamline pre-scheduled food deliveries with bulk and core volunteers (3-5 deliveries a week) (remotely possible)
2. Take charge of spontaneous delivery at their housing (remotely possible but more in person duty)
3. Train/guide the distribution, announce food notice, and clean up with the help of core/keycard holder groups and bulk volunteer groups (remotely possible)

4. If no one helps in the prescheduled/spontaneous deliveries then GC assistant execute it by themselves which includes: distribution, cleanup. They can secure the first pick of the food for their family.

5. At least 3-5 deliveries of bulk size per week are required to be held. This job will require a mix of remote and in-person time dedication of 10 hours per week (weekends included).

At the end of the academic year, the Green Coordinator Assistant 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.

STIPEND: The Green Coordinator Assistant 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 General Assembly.

If the Green Coordinator Assistant 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 Assistant

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 assistant's By-laws

1. If General Board meeting and General assembly (GA) meeting is missed, the Green Coordinator Assistant will read the meeting minutes published on the google drive and notify the Green Coordinator with any opinion or action plan and participate in any pending voting.
2. If two meetings are missed without notice or responsibilities are not fulfilled, the Green Coordinator will send a warning to the member and the Green Coordinator Assistant 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.