

# Warden Addendum

July 27, 2019

## 1 Summary

**Wardens** are active **Members** who want to become experts of the Hive and lead the Hive mission. **Wardens** are able to effectively offer advice, teach users how to properly and safely use the machines, maintain the space, and directly request replacements or improvements to items in the space. The increased responsibility of these **Members** comes with the benefit of a discount off of the **Membership** fee and direct access to funds for improvement of the space.

## 2 Organization

The **Chief Operating Officer (COO)** is responsible for managing the **Wardens**. Duties include, but are not limited to, the following:

- Ensuring that **Wardens** are respecting the Hive
- Approval of requests for the Warden Budget
- Holding short monthly progress meetings with the **Wardens**

## 3 Warden Budget

A total of \$250 is allocated each month, in addition to the compensation given to the **Wardens**. **Wardens** have direct access to request parts/consumables for the Hive out of this Warden Budget. Approved requests are purchased by the **COO**, and the monthly summary is presented to the **Board** at each **Board Meeting** for reimbursement to the **COO**.

## 4 Eligibility, Discount, and Appointment

1. Any **Member** in good standing for at least the prior **four (4)** consecutive months may serve as an **Warden**. The longevity requirement may be waived for a specific **Member** by an Act of the **Board of Directors**.

2. **Wardens** are eligible for a discount of 100% of dues for **Student Members** and 50% of dues for any other **Membership** class.
3. The maximum number of **Wardens** may be changed at any time by an Act of the Board of Directors, and is **eight (8)** until such an Act is passed. Reducing the maximum number of **Wardens** does not cause any current **Warden** to be removed from a **Warden** position.
4. **Wardens** shall be Appointed or Removed by an Act of the **Board of Directors**. The **Chief Operating Officer (COO)** is responsible for making appropriate recommendations to the board for Warden Appointment or Removal based on the needs of the organization.

## 5 Responsibilities

The COO is responsible for determining the specific breakdown of the various Areas and the individual duties of each **Warden**. Each **Warden** is not necessarily limited to one Area, nor one **Warden** per Area, and cross-training of **Wardens** is encouraged.

Responsibilities of the **Wardens** include, but are not limited to, the following:

- Provide at least one reliable form of contact plus respond on the **Mailing List** and any other electronic messaging system the Hive provides for its **Members**
- Ensure that the Hive is kept clean
- Maintain all equipment in the Hive, and ensure broken equipment is repaired
- Maintain documentation on Hive equipment, including a list of any consumables needed and current status
- Request Warden Budget funds for parts or consumables as needed
- Hold public hours at least twice a month for at least two hours each at which the **Warden** is present
- Provide feedback on how to improve the **Warden** program