

# Warden Addendum

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## 1 Summary

Area wardens are active members who want to become experts of a ward and be looked up to as the representation of the Hive mission. Area wardens are able to effectively offer advice, teach users how to properly and safely use their machines, maintain their space, and directly request replacements or improvements to items in their space. The increased responsibility of these members comes with the benefit of a reduced membership fee and direct access to funds for improvement of the space. Area wardens also include other aspects of the Hive mission, including education and physical plant maintenance.

## 2 Organization

The COO has control of managing area wardens and their financial capabilities. The COO is responsible for ensuring that area wardens are respecting their ward of responsibility. The COO is responsible for appointing and removing area wardens. Additionally, the COO and head warden are responsible for purchase and approval of funding for consumables/ replacements from the warden budget allocated by the membership. Short monthly progress meetings will be held with wardens.

## 3 Budget

A total of \$250 is allocated each month, in addition to the compensation given to the wardens. Area wardens have direct access to a spreadsheet for requesting parts/consumables for their area out of this budget. The COO and head warden make the decision whether these will be purchased from the warden budget or should be voted on by the hive membership at a regular meeting. Items are purchased by the COO or head warden, and the monthly summary is presented to the Board at each board meeting for approval and reimbursement to the COO.

## 4 Compensation

Area wardens can choose to be compensated 50% of dues for full members and 100% of dues for student members (one dollar for accounting purposes). If one member is appointed to multiple warden roles, no additional compensation is provided. If the COO serves in a warden role, he is not entitled to this compensation.

## 5 Responsibilities

Area wardens are to:

- Post a picture with a name and quick summary of who they are as well as at least two reliable forms of contact (i.e. phone number, irc handle, email) to be contacted at in the case of questions or machine failure.
- Ensure that their space is kept clean (proactively and reactively).
- Keep machines reasonably maintained.
- Provide documentation and certification classes on major tools in area.
- Consumables/parts are replenished through the warden budget.
- Hold public open shop hours at least once a month at which the warden is present for 3-4 hours if members want to learn or receive help on a particular machine in their ward. The lounge/meeting area warden should organize a social activity such as a movie night instead.
- Provide feedback on how to improve the warden system.

The educational warden serves as the central hub of the Hive's educational activities, including:

- Scheduling classes with the input of the member hosting the class
- Announcing the class through various outlets such as social media, flyers, announcements, and any other method
- Handling payments and registration, if the class requires either or both.

## 6 Area Wardens

- CNC
- Woodworking

- Metalworking/Small Tools/Dirty Room/Welding
- Digital Fabrication Lounge (CAD/3D printing/Laser cutters)
- CNC Machining
- Lounge/Meeting Area
- Kitchen Area
- Electronics Area
- Educational warden