

All:

- 1) Attend COUCH board meetings. A coordinator who has missed several meetings may be dismissed from his/her position.
- 2) Monthly review: justify compensation; present accomplishments at the end of the month (at a COUCH meeting).
- 3) Have working familiarity with bylaws/operating procedures and their role in how the board can operate.
- 4) Ensure that the **President** is carrying out his/her duties; ensure that the **President** is acting appropriately within his/her jurisdiction.

President:

- 1) Ensure all coordinators are carrying out his/her duties; ensure coordinator's work appropriately justifies compensation; ensure actions by the board are legally and ethically sound.
- 2) If coordinator fails to meet quality standards, give verbal feedback/admonish said coordinator. If said coordinator continues to underperform, dismiss him/her from the coordinator position.
- 3) Preside over and facilitate COUCH meetings.
- 4) Ensure situational events and house needs are addressed by COUCH board (i.e. coordinators).

Secretary (formerly Secretary + President):

- 1) Take ample notes during meeting; post meeting minutes on COUCH discuss – within 24 period.
- 2) Act as a liaison with Daniel Miller, Jonah, and any other landlord.
- 3) Send couch-announce emails – including but not limited to: COUCH-related events, inter-house dinners, changes in rent/finance policy, changes in membership policy, important announcements, anything that affects all COUCH houses.
- 4) Schedule COUCH meetings; schedule COUCH events; send couch-discuss reminders; keep track of deadlines; solicit and compile meeting agenda items prior to meetings.
- 5) Sort incoming COUCH mail; redirect said mail to appropriate COUCH member.
- 6) Execute docs/reports according to law.
- 7) Update COUCH website content; upload/update pictures; upload relevant COUCH/house files (e.g. bylaws, house handbooks, contracts, leases, asbestos form, Urbana tenant ordinance, etc.); manage list-serv; troubleshoot website/list-serv problems.
- 8) Update/copyedit/proofread leases, contracts, and legal documents when appropriate.
- 9) Maintain COUCH computers, printers, scanners, etc.
- 10) Manage inventory of office supplies used by COUCH.
- 11) Maintain an orderly filing system for all COUCH documents and records that is accessible to board members.
- 12) Regularly back-up critical COUCH records/data.

Membership:

- 1) Engage in direct marketing strategies – quad day event, City of Urbana Community Development, farmers' market, etc.
- 2) Post ads on Craigslist and other [free] websites; take out paid ads on websites and print media when deemed necessary.
- 3) Design and post flyers around the campus and city.
- 4) Create and update COUCH Facebook, Wikipedia, and twitter account with relevant COUCH updates.
- 5) Supplant the need for house-level membership coordinator to advertise at all.
- 6) Engage in recruiting year-round in order to find best members.

- 7) Work at house-level in order to direct potential members according to house needs (e.g. more grad-students at Greenhouse, gender balance, etc.)
- 8) Food truck stuff; seek outside parties/individuals to join food truck order (more members = greater discount).
- 9) Check-out process: lead room walk-through and ensure damages to room have been noted on check-in form by tenant; if new damages to room are found, inform tenant and deduct damage cost from security deposit; have latest COUCH contracts and check-in/check-out form on hand; obtain and scan contracts and check-in forms from new members.
- 10) Devise and execute ways to increase publicity for COUCH.
- 11) Answer COUCH related questions directed by house members.
- 12) Compile list of COUCH members + contact information.

Education (formerly Education + NASCO):

- 1) Represent COUCH at NP board meetings (2-3 trips per year) and call-conferences.
- 2) Have working knowledge on NP organization; update COUCH on NASCO issues/news; coordinate visits from NP staff (i.e. Daniel Miller).
- 3) Organize new member orientation as well as other education events.
- 4) Interact and build relations with the community.
- 5) Notify COUCH about community related events.
- 6) Devise and execute ways to increase publicity for COUCH.

Finance (formerly treasurer + maintenance):

- 1) All current finance duties.
- 2) Liaison with hired bookkeeper.
- 3) Report financial condition of COUCH.
- 4) Maintain compiled list of known contractors/companies COUCH has worked with before; maintain shared skill/tool lists.
- 5) Handle NASCO maintenance reimbursements.
- 6) Coordinate maintenance project prioritization/budgeting.
- 7) Ensure houses comply with safety codes and city standards.