

# Booklet of Roles 4.0

## Welcome to the Work Share Plan!

This document will help you find out what you need to do for your role!

You might notice that some roles are marked as **essential**, which means ESCH won't function without them.

Some other roles are marked as **dormant**, which means they are only activated when needed and have normally a very low time commitment.

All other roles are also very important, but they are not life-or-death kind of important.

If you still have any doubts, please let one of the WSP Coordinators know. Here's a list of the **Current Work Coordinators:**

Isabelle – 34/17 – [isabelle.lucia.introna@gmail.com](mailto:isabelle.lucia.introna@gmail.com)

Gray – 34/12 – [graydavis17@gmail.com](mailto:graydavis17@gmail.com)

Federico – 34/15 – [falletti.f@gmail.com](mailto:falletti.f@gmail.com)

Josie - 28/4 - [josiedibnah@gmail.com](mailto:josiedibnah@gmail.com)

**NOTE! Everyone who has had a role needs to update their role and fill out the table below their role.**

**Example of what a Work Coordinator might write:**

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Eg. Joe Bloggs</i>	<i>Lives in 34/20. <a href="mailto:joebloggs@gmail.com">joebloggs@gmail.com</a></i>	<i>Allocated roles, collected role feedback, improved the WSP, marketing of the WSP through videos. Got ~100 people in a GREEN role.</i>	<i>Initial lack of responses about roles(engagement), unclear role as it was new, time consuming allocation process</i>

# Formatting Guideline

Team name (if there is one)

Name of Role

## Description

If this is an essential role start with: This is an **essential** role

## Tasks Involved

## Relevant Skills

## Time & Schedule

## Point of Contact

## Resources

## Experience Requirements

## Number of roles

Name	Contact	Brief summary of achievements	Difficulties encountered

## Table of Contents

## **Main Working Groups**

### **Participation**

[Participation Co-Convenors](#)

[Participation Budgeteer & Reimbursing](#)

### **GM Team**

[Facilitation Coordinators](#)

[GM Convenor](#)

[GM Coordinator](#)

### **Structures and Research**

[Weekly Digest Writer](#)

[Document Organisers](#)

### **Work Share Plan**

[Work Coordinators](#)

## **People**

[People WG Co-Convenors](#)

[People WG Budgeteer & Reimbursing](#)

### **Creative**

[Arts and Crafters](#)

[Documentarian and Filmmaker](#)

### **Event Planning**

[Annual Event Planners](#)

[Regular Event Coordinators](#)

[Use of Communal Space Coordinator](#)

### **External Networking**

[Alumni Member Networker](#)

[Liaisons with Partner Organisations](#)

## **Places**

[Places WG Co-Convenors](#)

[Places WG Budgeteer and Reimbursing](#)

### **Beautification and Cleanliness**

[Communal Space Cleanliness Coordinator](#)

[Flat Cleanliness & Pest Control Coordinators](#)

[Gardeners](#)

[Muralists and Painters](#)

### **Maintenance**

[Energy Manager](#)

[Keeper of the Keys](#)  
[Supplies Stock & GreenCity Liaison](#)  
[Maintenance Educators](#)  
[Maintenance Request Responders](#)  
[Internet Specialists](#)

### **Renovation and Development**

[DIY & Flat Renovators](#)

### **Security**

[Fire Wardens](#)  
[Head of Security](#)  
[Master Key Holders](#)

## **Procedures**

[Procedures Co-Convenors](#)  
[ESHC & Procedures WG Emailers](#)

### **External Communication & Outreach**

[Advisory Board Convener](#)  
[Co-op Property Developers](#)  
[Online Admins and Moderators](#)  
[Secretary](#)  
[Social Media Posters](#)  
[Website Editor](#)

### **Finance**

[Bank Signatories](#)  
[Deposit & Share Managers](#)  
[ESHC Budgeteers](#)  
[Rent Managers](#)

### **Membership**

[Applications Coordinators](#)  
[Flat Shufflers](#)  
[Inventory Checkers](#)  
[Membership Registrar](#)  
[Tenancy Agreement Managers](#)

## **Autonomous Groups**

### **Students for Co-operation and Student Co-operative Homes**

[Students Co-operative Homes Delegates](#)  
[Students for Co-operation Delegates](#)  
[Students for Co-operation Media Guru](#)  
[Students for Co-operation Network Coordinator](#)

## Welfare

[Keepers of Safer Spaces](#)

[Welfare Coordinators](#)

[Welfare Pool](#)

## **Other**

## Basement

[Cooking and Volunteer Coordinators](#)

## Summer WG

[Summer Co-convenor](#)

# Job Descriptions

This booklet contains a list of roles necessary for the continued function and mission of the co-op, and a brief description of each, in order to assist members in their selection of roles and to better understand the quantity and quality of work done in the co-op.

## ◆ Participation ◆

### Participation Co-Convenors

**Description:** This is an **essential** role. Co-convenors of Working Groups make sure meetings

happen and check on members to fulfill their weekly action. Their job is mainly to ensure things happen in the Working Groups and that communication happens well.

**Tasks Involved:**

- Follow [Co-convenor Work Schedule](#) (including resources and contacts)
- If the WG tasks have not been fulfilled, seek to find members to fulfil them
- If the meeting has not been advertise 24h before, do so
- Ensure the meeting structure is being followed
- Check on members actions
- Write updates for the GM
- Check if the wiki section and Drive section of the WG can be easily navigated
- Organise co-convenor re-elections at beginning of new semester (happens at GM)
- Attend fortnightly meetings with the WSP team to give feedback on WG.

**Relevant Skills:** Interpersonal skills, organisation.

**Time & Schedule:** 2-3 hours per week.

**Point of Contact:** Anya, Callum Booth-Lewis

**Resources:** [Co-convenor Work Schedule](#)

**Experience Requirements:** None

**Number of roles:** 2

Name	Contact	Brief summary of achievements	Difficulties encountered
Kyle Quentin Anya			

## Participation WG Budgeteer and Reimbursor

**Description:** Oversees and maintains thorough records of Participation budget. Facilitates creation of budget at beginning of term.

**Tasks Involved:**

- Follow [Work Schedule](#) (including resources and contacts)
- Creating budget at beginning of term

- Maintaining records of all items purchased and to be purchased
- Overseeing decisions on spending beyond basic maintenance
- Facilitating reimbursement to members
- Communicate with Finance WG
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant skills:** Numerically literate!

**Time & Schedule:** 1 hour a week + attend weekly meetings

**Point of Contact:** Anya, Joseph Coulston

**Resources:**

- [Work Schedule](#)

**Number of roles:** 1

**Experience Requirements:** None

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Naomi</i>			

## GM Team

### Facilitation Coordinators

**Job Description:** This is an **essential** role. It is your responsibility to ensure all GMs are facilitated according to our Facilitation Guidelines. Research and learn about facilitation methods, trying them out in co-op meetings and elsewhere. Keep records of what methods might be applicable to what personalities and situations (e.g. small proposal-writing meeting, big GM, brainstorming sessions). Organise regular facilitation workshops and one-on-one trainings to discuss these methods, and find creative ways to educate membership on varying methods of facilitation (workshops, gatherings, online discussions/information, discussions within or at the beginning of meetings, etc.)

**Tasks Involved:**

- **Follow** [Work Schedule](#) (including resources and contacts)
- Aim for facilitation workshop every other week when there isn't a GM
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant skills:** Have been trained in facilitation by the coop or consensus based organisations and have some experience

**Time & Schedule:** average 1/2 hours per week

**Point of Contact:** Nor, Sarah Teworte

**Resources:**

- [Work Schedule](#)

**Number of roles:** 2

**Experience Requirements:** Have some experience of facilitation, and have been trained in facilitation.

**Related Roles:** GM Convenor, GM Coordinator

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Elenor Quentin Naomi</i>			

## GM Convenor

**Description:** This is an **essential** role. It is your responsibility to ensure GMs are advertised and Open Agendas are prepared and archived. Without this role Members would not be informed about GM, we would struggle to reach quorum and be unable to make decisions. Furthermore, since people could not read up beforehand, more time than necessary would need to be spent explaining Discussion Points and Proposals in the GM. This is a very important role in the coop which ensures General Meetings remain as accessible as possible and that everyone has space to present. We recommend that you follow the provided work schedule below if you are not sure what to do but are otherwise free to be creative with new approaches to achieve the goals stated above. However email notifications must be sent and the Open Agenda must be used appropriately.



**Tasks Involved:**

- Follow [Work Schedule](#) (including resources and contacts)

**Relevant Skills:** Happy to work on laptop, can write positive and encouraging emails, understanding of minuting and a joy for reading agenda submissions, keen to help others improve the presentation of their proposals.

**Time & schedule:** 1-2 hours per GM. Can be done from comfort of own laptop.

**Point of Contact:** Anya or current co-convenors

**Resources:**

- [Work Schedule](#)

**Number of roles:** 1

**Experience requirements:** familiarity with GM procedures and Company Rules is desirable.

**Related roles:** GM Coordinator

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>orla</i>			

## GM Coordinator

**Description:** This is an **essential** role. It is your responsibility to encourage GM attendance, prepare the location for each GM, gathering materials as required; this includes finding a GM Chef to provide GM food by 17:30. Without this role GMs would be delayed due to the work required to set up the room appropriately and gather quorum. The promise of GM food increases attendance by saving co-ops cooking time in exchange for their time in the GM and allows us to get to know each other in a relaxed environment before the GM. It also ensures people arrive before 18:00 for a timely start. We recommend that you follow the provided work schedule below if you are not sure what to do but are otherwise free to be creative with new approaches to achieve the goals stated above.

**Tasks Involved:**

- Follow [Work Schedule](#) (including resources and contacts)
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a

short presentation.

**Relevant skills:** A positive energy, good spatial awareness and people skillz.

**Time & Schedule:** Around 2 hours per GM. Involves physical work and talking to members.

**Point of Contact:** Naomi (34/8) or current co-convenors

**Resources:**

- [Work Schedule](#)

**Number of roles:** 1

**Experience requirements:** None.

**Related roles:** GM Co-ordinator

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Anna</i>			

## Structures & Research

### Document Organisers

**Description:** It is currently hard to find policies and their updates. ESHC needs to have clear policies and have the passed proposals compiled. It will make updating and discussing policies easier but also prevent members to take for granted policies which do not exist.

The document organisers ensure that the Drive is organised in a way it can be navigated and keep being so.

**Tasks Involved:**

- Compile all the current policies
- Keep track of new proposals/policies that pass on the GM
- Update the intranet with the policies
- Can aim to have nice documents with our policies written down (we have some already) in PDF format
- Make sure ESHC Google Drive is structured in a logical and intuitive way
- Maintain the structure of the Google Drive as new files are added

- Move files over the the new internet server (talk to Jakub, 34/11)
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Patience, organisation and research skills. Broad understanding of all working groups/ whole coop. Understanding, compiling and presenting information clearly.

**Time & Schedule:** 2 hours a week

**Point of Contact:** Anya (34/11)

**Resources:**

- Drive
- Passed proposals

**Number of roles:** 2

**Experience Requirements:** Broad understanding of all working groups/ whole coop is preferential.

Name	Contact	Brief summary of achievements	Difficulties encountered
Hannah V A Ajjay			

## Weekly Digest Writer

**Description:** This is an **essential** role. Write and send out the Weekly Digest to ESHC membership. Collate updates and information to include.

**Tasks Involved:**

- **Follow [Work Schedule](#)** (including resources and contacts)
- Collecting information : Taskforce updates, Calendar of the following week including location and places of the WG meeting (contact Co-convenors) and events, An announcement or sum up of the coming/last GM including a link to the minutes, a reminder to pay your rent, some important links (wiki, drive), the name and flat of master key holders, some random announcement and sometimes a culture corner.
- Writing the digest and sending it
- Give an update on your progress and achievements in this role or, alternatively, put forth

a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** good communication, ability to navigate documents (our Drive is a mess...), concise writing. You do not need Shakespeare's style.

**Time & Schedule:** 30 mins - 1h per week. Has to be sent between Sundays 8pm and Mondays 10am

**Point of Contact:** Lucie (34/15)

**Resources:**

- [Work Schedule](#)

**Number of roles:** 2

**Experience Requirements:** None.

**Point of Contact:** Lucie (34/16)

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Claudia Darren</i>			

## Work Share Plan Team

### Work Coordinators

**Description:** This is an **essential** role. Work coordinators are responsible for making sure the workload is shared equally amongst all ESHC members. The team comprises of at least 4 members who are expected to undertake the tasks listed below.

**Tasks Involved:**

- Allocating roles to people
- Facilitating the switching of roles
- Checking if people are doing their roles
- Offer support for those undertaking (or struggling to undertake) tasks
- Facilitating the regular updating of the booklet of roles

- Ensuring there is space for people to do their co-op work, which may look like having a regular drop in surgery or keeping the Basement free at certain times for this purpose.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Using the drive, Getting familiar with the booklet of roles, Being comfortable talking to people, assertiveness

**Time & Schedule:** Busy during August/September & January. 2 hours weekly on a normal week

**Point of Contact:** Anya (34/11), Molly (34/8), Lea (previously known as Mattia) (34/1)

**Resources:** the booklet of roles; the manual of allocation (to be written), [Permanent WSP Agenda](#)

**Experience Requirements:** None

**Number of roles:** 4

Name	Contact	Brief summary of achievements	Difficulties encountered
Molly Newhouse	34/8	Allocated roles, collected role feedback, improved the WSP, marketing of the WSP through videos. Got ~100 people in a GREEN role.	Initial lack of responses about roles(engagement), unclear role as it was new, time consuming allocation process

## ◆ People ◆

### People WG Co-Convenors

**Description:** This is an **essential** role. Co-convenors organise and advertise Working Group meetings and ensure there is a venue for them well ahead of time, and that this venue is well communicated. They oversee that members in the Working Group are completing their roles, and work with them and/or notify the relevant people if they are not. Co-Convenors are also responsible for ensuring that communication within the Working Group is happening smoothly. At least one Co-Convenor must be present at every Working Group meeting.

**Tasks Involved:**

- If the meeting has not been advertised 24h before, do so
- Ensure the meeting structure is being followed
- Check on members' actions and ensure that everything that should be completed is, and notify the relevant people if it's not
- Pass on complaints from others about a person's capacity in a role to the relevant people
- Write updates for the GM if nobody has done so
- Ensure the Wiki and the Drive folders of the WG can be navigated easily and are well-organised
- Attend fortnightly meetings with the WSP team to give feedback on WG.

**Relevant Skills:**

**Time & Schedule:** 2h x week

**Resources:** Co-convenor guidance (broken link?)

**Number of Roles:** 2

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Rose Jarrod</i>			
<i>Hannah Bischof</i>			

## People WG Budgeteer & Reimbursers

**Description:** Oversees and maintains thorough records of the People budget. Facilitates creation of budget at beginning of term.

**Tasks Involved:**

- Creating budget at beginning of term
- Maintaining records of all items purchased and to be purchased
- Overseeing decisions on spending beyond basic maintenance
- Facilitating reimbursement to members
- Communicate with Finance WG
- Give an update on your progress and achievements in this role or, alternatively, put forth

a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Basic accounting skills and/or understanding of Excel spreadsheets or other budgeting software, grasp of numbers in general, ability to plan for future and work with contingency plans.

**Time & Schedule:** 1h x week

**Resources:**

**Number of Roles:** 1

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Serafima</i>			
<i>Claudia Tisba</i>			

## Creative Team

### Arts and Crafters

**Description:** Design and create necessary signage for the co-op. Upon request, create additional decorations for the co-op (make bunting or festival decorations, flags, etc).

**Tasks Involved:**

- Design signage for co-op using list provided and as needed
- Create signage for co-op
- Create decorations or other crafts for the co-op upon request, such as bunting or streamers
- Decorating the common spaces
- Decorating basements and beautifying other communal areas
- 1 project: make signs informing subletters that they should be charged no more than 315£ so that no one sublets at higher prices
- 1 project: make a board with pictures of everyone that lives in the coop, organized by flat and with their contact details and their role. So everyone is publicly responsible for their role and publicly available.

- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Art and/or design background. Sign painting.

**Time & Schedule:** 1h x week, project-based

**Number of Roles:** 2

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Helena Carver, Eleonor Harris, Isabelle Introna</i>			

## Documentarian and Filmmaker

**Description:** Record, maintain, edit, and publish creative media records of the co-op and life in the co-op. This may include making videos and films, photography, and/or writing blurbs. Create short films for the co-op whenever it is requested, e.g. instructional or advertising videos.

### Tasks Involved

- Recording co-op life and events in various mediums (video, photography, etc.)
- Making and editing videos from the footage captured to express co-op life.
- Make an annual video summing up achievements and events (Speak to Jess)
- Creating videos for the co-op as requested by other members (e.g. instructional and/or advertising)
- Maintain the co-op video pages (e.g. YouTube), *in conjunction* with social media maintenance roles.
- Ensure people give permission to be photographed, filmed, etc. (potentially create consent forms for bigger projects)
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Video editing skills or willingness to learn, basic experience in video and photography media

**Time & Schedule:** 2h x week



**Resources:**

- Co-op video pages
- Other members' contributions (clips, pictures etc.)
- Working with Event Planning Teams and Social Media Coordinators

**Number of roles: 1**

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Callum BL</i>	<i>callumboothlewis@gmail.com</i>	<i>Made videos to advertise the WSP. A more general video was planned but not made (yet!).</i>	<i>Had another "serious" role which got in the way :(</i>
<i>Jenni Syväkuru, Irene Paolini</i>			

## Event Planning

### Annual Event Planners

**Description:** This is an **essential** role. The Annual Event Planning Team will organise big, annual events in the co-op, budget and advertise them. They should agree on and publish a calendar at the beginning of the year with the major events they wish to hold. They may need to contact Safer Spaces team to make sure the events respect our Safer Spaces Policy. They will also help other members to organise events if they need help and provide them with resources.

**Tasks Involved:**

- Finalise the list of events the co-op holds annually (e.g. Induction Weekend, Halloween event, Christmas event, Burn's Night - keep in mind Burns was a racist -, Retreat to a Castle Trip, AGM...), and publish these at the beginning of the year in a calendar with set dates.
- Organise the co-op's annual events (this may require splitting the team into task-forces that plan separate events)
- Communicate with People Liaison and bring to the GM any outstanding budget required for these events
- Plan and organise these events
- Facilitate the creation of events by other members, assist them in the organization if

required and discuss the budget needed (e.g. if a member wants to put on an event, they should contact this team who will help)

- Organizing the induction of new members into the working groups during Welcome Week.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Creativity and organizational skills, event planning experience a plus, budgeting capabilities.

**Time & Schedule:** 2h x week, seasonal

**Resources:**

- The creativity of the wider membership
- The Digest, Intranet and other communication channels to advertise
- A budget to be approved annually
- People WG minutes and Taskforces about what has been done in the past
- Welfare handbook for Safer Spaces Policy and Safer Spaces Policy
- Basement booking for when Basements are needed and available
- Welcome Weekend GDrive folder:  
[https://drive.google.com/drive/folders/0B0\\_YXhM8CZK4cnVHa3BnX1ZOVlk](https://drive.google.com/drive/folders/0B0_YXhM8CZK4cnVHa3BnX1ZOVlk)

**Number of Roles:** 4

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Ceavhan Sophie Rosie</i>			
<i>Irene Paolini, Zuleika Connolly- Jones</i>	<i>z.connollygo@gmail.com</i>	<i>-Organized Halloween party and flat crawl -Organized Welcome Weekend</i>	

## Regular Event Coordinators

**Description:** The Regular Event Coordinators make sure regular co-op gatherings happen (usually specified to certain groups or concepts), are advertised (time and place) and have sufficient resources (organizers, money, material, etc.). They are a main contact point between

members wanting to hold regular events and the wider membership, and will find organisers for the events if the regularity and organisation of them wavers.

**Tasks Involved:**

- Be aware of the events which have happened and members wish to happen in the co-op (e.g. MentaliTeas, Meditation Mondays, potlucks, reading groups, working parties)
- Communicate with the Digest writer and Intranet editors to advertise these events
- Ensure regular events are held at the same place and time every week (finding a flat to volunteer during a regular window of time weekly), and that if the venue must change for a week, a sign is posted on the door of the regular flat directing attendees to that week's location
- Facilitate the creation of events by other members, assist them in the organization if required and discuss the budget needed
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Creativity and organizational skills, good communication skills and ability to keep track of complex schedules and multiple events happening

**Time & Schedule:** 2h x week

**Resources:**

- The creativity of the wider membership
- Ideas from previous years and potentially minutes from People (WG)
- The Intranet and the Digest to advertise
- People email access

**Number of Roles:** 2

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Gabrielle</i>			
<i>Jess Haygarth</i>			

Communal Space Coordinator

**Description:** This is an **essential** role. You are the point of contact for booking, organizing, and advertising events in the basement and garden. The coordinator ensures the communal spaces can be used easily and are not double-booked by designing and using a well-organized system to book, clean, and use them. For the most part this will mean the basement and garden, and ensuring the events are respecting the space (not being destructive). Design and implement a system that allows outside organisations to use our spaces, and a way to ensure no organisations offensive to the co-op or co-op members are booking the space. The coordinator also ensures that communal spaces are used properly, and not as bins or overflow storage, and that they do not become cluttered.

**Tasks Involved:**

- Create and maintain systems for organising use of communal space for events, both for co-op members and outside organisations
- Communicate with event organisers, and liaison with organisations and groups both within and outwith the co-op (basement usage and rentals, parties in garden, etc.)
- Make sure the communal spaces are clean and not used as storage spaces (communication with Cleanliness Coordinators and Fire Wardens here, especially with regard to objects being left in hallways).
- Manage basement bookings and events, keep track of what's happening.
- Create an e-mail that people can contact to book the space.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** liaising skills, good organizer, communicative, available, time-keeping.

**Time & Schedule:** 2h x week on average, seasonal

**Number of Roles:** 1

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Pablo</i>		-	
<i>Karol Szubart</i>			

# External Networking

## Alumni Member Networker

**Description:** Both former and current members have expressed the desire to maintain a network of people who have been involved in the co-op beyond social media alone. The members responsible for facilitating this relationship will organise events, potentially create a newsletter and will be creatively develop other ways of maintaining these relationships.

### Tasks Involved:

- Create newsletters to keep alumni members updated on the co-op
- Organise alumni events and workshops (including an annual reunion)
- Coordinate skill-sharing and/or fundraising
- Facilitate ways for former members to provide workshops in their skills in exchange for weekend lodging and board
- Update the list of former members who want to keep in touch
- Work with People Events organizer
- Promote co-operatives and co-operation to alumni, especially co-operatives set up by former members
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Creativity, good communication skills, ability and desire to be working with people in a social capacity

**Time & Schedule:** 1h x week

### Resources:

- Former members list and emails
- Berkeley Student co-operative as an example of how to maintain relationships with past members
- Access to People email

**Number of Roles:** 1

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Kate Becky</i>			

--	--	--	--

## Liaisons with Partner Organisations

**Description:** Act as liaison with organisations the co-op engages with and would like to stay in touch with. Communicate regularly with these groups, consult the co-op if opportunities or questions arise (e.g. event planning), discuss how we can support these groups and how they can support us. The list of organisations will likely be flexible.

### Tasks Involved:

- Be aware of other organizations the members might want to be in contact with
- Create regular newsletters and information exchange between ESHC and these organizations
- Organize events, meetings, workshops, some tours (contact Press Secretary)
- Keep an up-to-date list of organisations we stay in touch with
  - Food Sharing Edinburgh,
  - Hearty Squirrel Co-op,
  - Shrub,
  - FOMBL,
  - Keep Scotland Beautiful,
  - SfC
  - Tripod,
  - Seeds for Change, for conflict mediation and training purposes
  - environmental groups.
  - housing campaigns
    - Living Rent Campaign
    - social housing issues
    - homelessness hel/crisis
- Research and contact new organization to get involved with.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Organisational and communication skills, awareness of what similar organisations are doing in our community and the wider world.

**Time & Schedule:** 1h x week

### Resources:

- List of resources and other organizations
- Access to co-op emails

## Number of Roles: 2

Name	Contact	Brief summary of achievements	Difficulties encountered
Ciara k	ciara_killick@hotmail.com	<ul style="list-style-type: none"><li>- Made many informal connections with many organisations such as Dig In, Hearty Squirrel, Shrub. Kept up to date and was in frequent contact with them.</li><li>- Meetings with Pianodrome Project - arranged for them to use our basement space as a workshop in exchange for free pianos for whomever requests them!</li></ul>	<ul style="list-style-type: none"><li>- Not many formal written partnerships drawn up</li><li>- talked to the Annual Events organisers about having a yearly event when partner/potential partner orgs come and visit but without a venue yet, and poor attendance at People meetings because of WSPs launch toawrd end of academic year meant nothing further planned</li></ul>

## ◆ Places ◆

### Places WG Co-Convenors

**Description:** This is an **essential** role. Co-convenors organise and advertise Working Group meetings and ensure there is a venue for them well ahead of time, and that this venue is well communicated. They oversee that members in the Working Group are completing their roles, and work with them and/or notify the relevant people if they are not. Co-Convenors are also responsible for ensuring that communication within the Working Group is happening smoothly.

At least one Co-Convenor must be present at every Working Group meeting.

**Tasks Involved:**

- If the meeting has not been advertised 24h before, do so
- Ensure the meeting structure is being followed
- Check on members' actions and ensure that everything that should be completed is, and notify the relevant people if it's not
- Pass on complaints from others about a person's capacity in a role to the relevant people
- Write updates for the GM if nobody has done so
- Ensure the Wiki and the Drive folders of the WG can be navigated easily and are well-organised
- Attend fortnightly meetings with the WSP team to give feedback on WG.

**Relevant Skills:** Basic organisational and facilitation skills

**Time & Schedule:** 1.0

**Resources:**

- Co-convenor guidance

**Number of Roles:** 2

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Peter Paul</i>			

**Places WG Budgeteer and Reimbursor**

**Description:** Oversees and maintains thorough records of Places budget. Facilitates creation of budget at beginning of term. Notes from Places meeting: have access to finance email. Has to tag refunds (emails) as approved before refund gets put through. Report to Places WG totals. Update spending spreadsheet and minutes

**Tasks Involved:**

- Maintaining records of all items purchased and to be purchased
- Overseeing decisions on spending beyond basic maintenance
- Facilitating reimbursement to members, and tagging reimbursement requests as valid/approved or invalid/not approved
- Maintaining awareness of decisions made in Places Working Group, especially and



- necessarily those pertinent to finance
- Communicating to Places members and wider membership the state of the Places budget
- Assisting in making plans for longer-term and more expensive investments, e.g. replacing rugs, roof tiles, appliances
- Ensuring long-term plans and repairs are factored into Places budget alongside short-term and maintenance plans
- Liaising with finance, maintenance, renovation and basement teams.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Basic understanding of accounting and budgeting (can be taught, but basic understanding of finance preferred), understanding of maintenance and repair requirements (especially to do with larger-scale construction and repair issues). Ability to commit to Places Working Group and be accessible throughout term.

**Time & Schedule:** 30 minutes-1 hour/week, attend weekly meetings

**Point of Contact:** Nic Craven (34/12)

**Resources:**

- Finance email

**Number of Roles:** 1

Name	Contact	Brief summary of achievements	Difficulties encountered
Nic	<a href="mailto:niccraven22@gmail.com">niccraven22@gmail.com</a>		

## Beautification and Cleanliness Team

### Communal Space Cleanliness Coordinator

**Description:** This is an **essential** role. Create cleaning calendar at the beginning of term, oversee trading of dates/shifts if scheduling conflicts arise or otherwise necessary, keep cleaning schedule up to date, ensure cleaning gets done.

**Tasks Included:**

- Create cleaning calendar at the beginning of each term, delegating pairs of members the responsibility of cleaning either the stairwells of 28 or 34, the basement, or the laundry room during a specific week.
- Distribute cleaning calendar well in advance such that all members are aware of their cleaning dates and responsibilities.
- Ensure the cleaning calendar is easily accessible by all members at all times, and kept up to date if any trades occur (or any other changes).
- Facilitate trading of cleaning dates if members have scheduling conflicts.
- Ensure the designated members fulfill their cleaning roles during their assigned week.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Basic organisation. This job requires little skill.

**Time & Schedule:** Full role. Requires little time and will probably be combined with a similarly small task for a role.

**Resources:**

**Number of Roles:** 2

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Laura</i>			
<i>Federico Sarah Monteith</i>	<i>falletti.f@gmail.com</i>	<i>- found, named and distributed all the hoovers in 34</i>	

## Flat Cleanliness & Pest Control Coordinators

**Description:** This is an **essential** role. Proactively control/eradicate/prevent pest issues. Pest eradication has been a sensitive debate in the past, and we need dedicated members to help the reduce pest invasions while negotiating members' opinions on the question. The pest control team is also responsible for educating members on behaviours that prevent or encourage pest invasions, and on ways of dealing with infestations once they occur.

**Tasks Involved:**

- Regularly check the cleanliness of the flats and ensure they aren't encouraging infestations, and work with the flats to clean up if they fail cleaning checks (daily check-ins, hosting a cleaning party, organising food storage better, etc.)
- Educate the membership
- Purchase co-op sanctioned rodent control/eradication/prevention tools
- Distribute them around co-op, with tutorials for how to use them
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Basic understanding of pest infestations and/or ability to learn, standard of cleanliness and willingness to assist members in cleaning and eradication strategies if need be. Willingness to be firm toward members encouraging infestation.

**Time & Schedule:** 2

**Number of roles:** 2

Name	Contact	Brief summary of achievements	Difficulties encountered
Kate Helena Maria Derek R.	<a href="mailto:helena.carver@hotmail.co.uk">helena.carver@hotmail.co.uk</a>		

## Gardeners

**Description:** Design and maintain co-op gardens and greenery, facilitate education in gardening skills if wider membership desires.

**Tasks Included:**

- Get others involved in Gardening
- Designing garden
- Finding plants/seeds, constructing garden
- Maintaining healthy plants (watering, feeding, repotting as needed)
- Keeping garden area orderly
- Deciding what garden should be, with awareness of potential objections from wider membership (and discussing with membership if objections do arise)

- Harvesting and distributing, if applicable
- Keeping records of plants and garden plans
- Facilitating education in gardening for wider membership (could be combination of open days, workshops, signage, etc. - at discretion of team).
- Includes indoor plants
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Love for green stuff and dedication to make them live, 1 member should have some knowledge how to keep the garden healthy, plan

**Time & Schedule:**

**Resources:**

**Number of Roles:** 2

Name	Contact	Brief summary of achievements	Difficulties encountered
Kristy Michael Derek R.			

## Muralists and Painters

**Description:** Some of our walls are still empty and some of our murals are fading/have graffiti on them. The role of the team would be to facilitate the creation of murals and beautiful paint colors on empty or vandalised walls, lead the design process, and paint the murals/walls, with assistance from wider membership if necessary. This team will also oversee the maintenance of the walls and ensure that no changes are made without consultation and all vandalism is dealt with in a timely manner.

**Tasks Involved:**

- Lead design process for murals (this could involve workshops, surveys, or brainstorming sessions with the wider membership)
- Budget material and control material quality
- Ensure the murals respect our values and principles and relevant policies (e.g. Safer Spaces Policy)
- Ensure that all designs are accepted by the wider membership, and no changes are

made without ensuring this acceptance

- Lead painting process, with assistance from wider membership in the painting itself if desired
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Artistic and creative skills, enthusiasm, ability to motivate and organise people.

**Resources:** [Work Schedule](#)

**Number of Roles:** 2

Name	Contact	Brief summary of achievements	Difficulties encountered

## Maintenance Team

### Energy Manager

**Description:** This is an **essential** role. (in progress)

**Tasks Involved:**

- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:**

**Time & Schedule:**

**Number of Roles:** 2

**Point of Contact:** Nathan (34/16)

Name	Contact	Brief summary of achievements	Difficulties encountered

## Internet Specialists

**Description:** This is an **essential** role. Maintain the ESHC Wifi network and server, and make repairs and updates as necessary. Answer members' questions surrounding the Internet and Intranet issues. Ensure security of the network.

### Tasks Involved:

- Ensuring smooth operation of co-op wifi
- Troubleshooting wifi problems on an individual and wider basis
- Looking for potential changes and improvements to the network
- Educating other co-op members on how to fix certain wifi problems (most of the time just turning it off then on again)
- Maintaining server
- Maintain and develop ESHC intranet
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Understanding of computers and wireless internet networks, or enthusiasm to contribute time and effort to learn.

**Time & Schedule:** 1.0

**Number of Roles:** 2

**Point of Contact:** Jakub, 34/11

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Dilek Silver Jakub</i>		<i>(Silver) Watched Jakub work his magic</i>	<i>(Silver) Had hopes of learning how to work with networking hard- and software, but didn't really end up getting taught much.</i>

## Keeper of the Keys

**Description:** This is an **essential** role. Maintaining co-op room keys, including spares for all rooms; keeping track of key deposits; generally responsible for key-related matters.

### Tasks Involved:

- Keeping full set of co-op keys and spares for all rooms, and ensuring their security (they should be stored in a safe place)
- Keeping key deposits and organised list of people and keys corresponding to which deposits
- Ordering new keys as necessary, including spares
- Ensuring keys are returned when members move out
- Ensuring relevant people get new keys when they move in
- Being accessible to membership throughout year to give out new keys or spares if needed
- Being aware of who has the master keys, sub-master keys, and the office keys
- Knowing how to get replacement key (authorisation letters needed)
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Time & Schedule:** Little work during most of year. Busy during heavy move-in and move-out times (May-September). Must be accessible (or find substitute) during all of year. Approximately 20m/week. 0.5.

**Relevant Skills:** Organisational skills. Ability to manage and keep up-to-date a large amount of information (who has what key, whether you have that deposit, and where it is). Keeper of Keys should be easy to contact (quick to respond to a range of communication channels - email, Facebook, etc.)

**Number of roles:** 1 x dormant role

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Emma</i>			

## Maintenance Educators

**Description:** Facilitate education of membership of basic use, maintenance, and repairs of appliances (toilets, ovens, heaters, showers, plumbing, electrical, Internet, etc.) Combination of methods to reach out to diversity of membership (workshops, signage, tutorials, one-on-one trainings, etc.)

Ensuring that members know who to contact in the event of being unable to fix it themselves (maintenance flowchart or similar being easily accessible). Coordinate with Co-op

Documentarian for assistance with making instructional videos.

### Tasks Involved:

- Regularly updating and reminding members on how to look after our buildings, fixtures and fittings
- Making posters
- Running workshops
- Work with Co-op Documentarian to provide instructional maintenance videos (see heater video already made for reference)
- Ensuring members are shadowing one another when maintenance work is undertaken
- Research suitable methods of maintenance, promote methods of management, procurement and maintenance which are lasting, cost effective, and low maintenance.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Understanding of how to communicate tricky concepts and explain maintenance processes to people without a knack for such things, basic understanding of machinery and appliances.

### Time & Schedule:

**Number of Roles:** 2

Name	Contact	Brief summary of achievements	Difficulties encountered
Nikita Reinus Derek R.	<a href="mailto:reinus.rudzitis@gmail.com">reinus.rudzitis@gmail.com</a>		

## Maintenance Request Responders



**Description:** This is an **essential** role. First responders for maintenance issues within co-op. Serve as members that can be accessed and called at all times should maintenance needs arise. Organise weekly maintenance walkabouts to respond to maintenance requests. Check maintenance request spreadsheet and address the issues either during walkabouts or as soon as possible if request is more urgent.

**Tasks Involved:**

- Check the maintenance request sheet
- Be on-call for emergency maintenance issues
- Be trained in basic maintenance fixes, and know how to research fixes if not (Google, etc.)
- Conduct weekly maintenance walkabouts
- Try to get people to shadow you when completing the repairs.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Basic plumbing and electrics, how to make basic repairs to plumbing, electrics and appliances. At least one person should have these skills and the others willing to learn them. Problem-solving skills, especially with machinery and appliances (MacGuivering).

**Resources:** Contact DIY team if more labour needed.

**Time & Schedule:** 1.0

**Resources:** [Google Drive Folder for spreadsheets](#)

**Number of Roles:** 5

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Peter Struthers</i> <i>Peter Tyler</i> <i>Nikita Krahenbuhl</i> <i>I</i>	<i>peterstruthers@btinternet.com</i>  <a href="mailto:tylerpeter@hotmail.co.uk">tylerpeter@hotmail.co.uk</a>		

## Supplies Stock & GreenCity Liaison

**Description:** This is an **essential** role. Keep track of usage of, and make regular orders for bulk household supplies purchased by co-op. Follow protocol for liaising between members and

GreenCity for bulk orders (protocol not yet established)

**Tasks Involved:**

- Checking our stocks regularly, including flats, for toilet paper
- Ordering new items and ensuring they arrive
- Distributing toilet paper to flats
- Arranging that the supplies are stored appropriately (e.g. not left in front lobby, liquids in laundry room, toilet paper distributed)
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Basic organisational skills

**Time & Schedule:**

**Resources:**

- GreenCity account
- [Wiki description of the roles](#)
- GreenCity role: [https://docs.google.com/document/d/1-qsZTBPYZ68RJApSNrri4J\\_8VCdPUOyL5DfievpbAw4/edit](https://docs.google.com/document/d/1-qsZTBPYZ68RJApSNrri4J_8VCdPUOyL5DfievpbAw4/edit)
- Websites to order from (details on Wiki)

**Number of Roles:** 2

Name	Contact	Brief summary of achievements	Difficulties encountered
Noah Judge	<a href="mailto:doyounoahjudge@yahoo.co.uk">doyounoahjudge@yahoo.co.uk</a>		

## Renovation and Development

### DIY & Flat Renovators

**Description:** This is an **essential** role. Provide regular helping hands with members' D.I.Y, renovation and construction projects. To learn to perform DIY construction tasks and use tools, and be able to advise and teach other members this information. When a flat is being renovated (no permanent policy yet) help plan, oversee, conduct, and find volunteers for flat renovations. Oversee the construction team's work in renovation, and/or the work of the flat members to

ensure that it is done and is in accordance with quality, longevity, and sustainability standards, as well as tools, methods and materials used.

### **Tasks Involved:**

- Renovation of communal areas and flats.
  - Consult outside professionals as well as own research to develop standards of building that ensure renovations are of high quality, will last for years and are as sustainable as reasonably possible
  - Create plans and timelines for renovations of flats and/or parts of them (e.g. 34/4's floor, 28/5's shower...), keeping in mind the recommended longevity of parts of flats (e.g. all carpets are past their lifetime of use and need replacing by this date)
  - Monitor work and timelines to ensure deadlines are met; update and consult with wider membership if it becomes apparent that work is delayed and deadlines won't be met
- project managers (this is a physically risky and high-skill role that requires members to be well-trained and overseen for safety reasons).
- Teaching members how to use tools, basic construction and woodwork skills, and learning to use them if necessary
- Supporting and advising members in personal DIY projects, e.g. building shelves, beds etc.
- Running and partaking in regular construction workshops and activities
- Ensuring the workshop is properly maintained and that work is conducted in a safe and considerate manner
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** At least some members of the team *must* have a background in building, construction, and renovation, or some understanding of the process and tasks involved. Others must just have willingness and enthusiasm to learn. Ability to communicate and work as a team, ability to handle powertools when taught (circle saws, belt sanders, etc.), a knack for physical problem solving, enjoyment of working with hands and willingness to be dirtied with paint and sawdust. Mild physical fitness and ability required.

**Time & Schedule:** Maximum 5 hours/week, likely in shifts.

### **Resources:**

- Project managers
- Hired architects
- Books in basement
- The online world
- Experienced members
- Tools, materials and supplies

## Number of Roles: 2

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Annabell Moser Derek R.</i>	<i>34/8 <a href="mailto:annabell.moser@web.de">annabell.moser@web.de</a></i>	<i>We met once during places meeting to clarify our role. We planned a meeting to talk about actions we could do. Unfortunately this meeting never happened because we couldn't find a date to meet.</i>	<i>During summer everyone was away for awhile.</i>
<i>Ali N</i>	<i>28/7 <a href="mailto:alice.naet@gmail.com">alice.naet@gmail.com</a></i>	<i>As above</i>	

## Security Team

### Fire Wardens

**Description:** This is an **essential** role. Maintain knowledge of fire and evacuation systems; ensure fire prevention, alarm and extinguishing systems are up-to-date and functional. Recruit one person every two flat for the **Fire Pool** – a group of people to assist you in keeping ESHC safe from fire – and educate them about the correct fire emergency procedures.

### Tasks Involved:

- Organizing the Fire Training Day at least one time per term, including
  - Fire drill (has to be done every 3 months)
  - Assessing every flat fire safety with the checklist with groups
  - Extinguisher training (explaining which ones to use for different kinds of fires)
  - Outreach and education about fires and their prevalence in Scotland
- Making sure we have one person from the fire pool every two flats
- Updating the fire warden map and fire action plan
- Conduct annual risk assessment
- Getting enough fluorescent jackets and making sure every fire warden has one
- Testing fire alarms every two weeks and advertising it
- If desired, ask the firefighters to do tours (free) for the co-op and outreach about fire safety
- Ensure our systems are properly maintained by contractors
- Ensure contractors conduct annual extinguisher inspections

- Update faulty fire alarm systems
- Know how to turn fire alarms off and do so for false alarms (once the building is deemed safe and its occupants safely out)
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:**

**Time & Schedule:** 1

**Resources:**

- Fire safety checklist
- Fire emergency plan

**Number of Roles:** 1 for each building as a coordinator (total of 2) and organizing a Fire Pool of 6 (see below)

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Divvia Cammy</i>			

## Fire Pool

**Description:** A volunteer (not a role) pool organised by the Fire Wardens to assist with their role in keeping ESHC fire safe.

**Relevant Skills:** See skills from listed fire wardens.

**Time & Schedule:** As needed, likely not often. 6 x dormant roles.

**Number of Roles:** 6 required, to be recruited by Fire Wardens.

Name	Contact	Brief summary of achievements	Difficulties encountered

## Head of Security

**Description:** This is an **essential** role. Ensure that all exterior coop doors, including doors between basements and interior of buildings, are functional and automatically lock, and close easily behind members.

**Tasks Involved:**

- Check the doors every day
- Facilitate the repairs of these doors if they break or deteriorate
- Work with event planners to ensure that if an event is open to the public, or even if the front doors are to be left open, there are multiple people at the door checking attendees for security and keeping an eye on going-on (these people should stay sober and be of able mental capacity)
- Liaise with police for ongoing conflicts and report updates to the membership
- Remind members of basic security tips (e.g. don't let in people you don't know to the buildings)
- Respond to security concerns from membership
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:**

**Time & Schedule:**

**Resources:**

**Number of Roles:** 1

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Lina</i>			

## Master Key Holders

**Description:** This is an **essential** role. Two in each building. At least half should not be men.

**Tasks Involved:**

- Be available for when members need access to the Master Keys (e.g. locked out of their flat, room checks).
- Ensure the Master Key isn't being used for invasion of privacy
- Keep the Master Key in a safe place accessible to the Master Key holder

**Relevant Skills:** It's best if you're someone who's often home and easily reachable.

**Time & Schedule:**

**Resources:**

- [Work Schedule](#)
- Policy: [https://docs.google.com/document/d/1oQnX1HtMrXS5nYAD\\_bk0xybVk655cu-5\\_uuel-oL0Rc/edit](https://docs.google.com/document/d/1oQnX1HtMrXS5nYAD_bk0xybVk655cu-5_uuel-oL0Rc/edit)

**Number of Roles:** 4 x dormant role

Name	Contact	Brief summary of achievements	Difficulties encountered
Mike Emma Sophie		Have managed to help many people who have been locked out.	

## ◆ Procedures ◆

### Procedures WG Co-Convenors

**Description:** This is an **essential** role. Co-convenors organise and advertise Working Group meetings and ensure there is a venue for them well ahead of time, and that this venue is well communicated. They oversee that members in the Working Group are completing their roles, and work with them and/or notify the relevant people if they are not. Co-Convenors are also responsible for ensuring that communication within the Working Group is happening smoothly. At least one Co-Convenor must be present at every Working Group meeting.

**Tasks Involved:**

- If the meeting has not been advertised 24h before, do so
- Ensure the meeting structure is being followed
- Check on members' actions and ensure that everything that should be completed is, and notify the relevant people if it's not
- Pass on complaints from others about a person's capacity in a role to the relevant people

- Write updates for the GM if nobody has done so
- Ensure the Wiki and the Drive folders of the WG can be navigated easily and are well-organised
- Attend fortnightly meetings with the WSP team to give feedback on WG.

### Relevant Skills:

### Time & Schedule: 1

### Resources:

- Co-convenor guidance

### Number of Roles: 2

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Emilio Callum</i>	<i>callumboothlewis@gmail.com</i>	<i>Made sure meetings happened... Got 25 people to one meeting!</i>	<i>Hard to engage people, often felt like I had to chase people up about doing their roles.</i>
<i>Gabrielle</i>	<i>gabrielle.ctlh@gmail.com</i>	<i>-created a template for all the people in procedures to exchange contact and information.</i>	

## ESHC & Procedures WG Emailers

**Description:** This is an **essential** role. Regularly check the Procedures and ESHC email account and respond to all emails in the appropriate manner. If the member is unable to respond to the email themselves (due to lack of information or expertise), reach out to the relevant person and ensure the email is responded to.

### Tasks Involved:

- Check email regularly.
- Respond to emails regularly.
- Maintain knowledge of Procedures policies and practices such that the member can respond to all relevant email queries.
- Forward emails to [eshc.principle6@gmail.com](mailto:eshc.principle6@gmail.com) when it's coops wanting advice from us
- Give an update on your progress and achievements in this role or, alternatively, put forth



a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:**

**Time & Schedule:**

**Number of Roles: 3**

Name	Contact	Brief summary of achievements	Difficulties encountered
Jarmo Chris Rhiannon Jasper	vandenendej asper@gmail .com	<i>We responded to a lot of interested people about our application deadlines. We forwarded diverse messages towards the relevant working groups or asked members via the swap and share group.</i>	<i>Because Jasper is a full time master student he found it difficult to check in to respond to messages regularly.</i>

## External Communications and Outreach Team

### Advisory Board Convener

**Description:** This is an **essential** role.

**Tasks Involved:**

- Maintain communications with ESHC Advisory Group;
- organise AG meetings and prepare agendas, minutes, etc.
- We need to meet 2 to 3 times a year with Castle Rock and other coops and talk openly and frankly about the good and bad things with our coop.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Point of contact:** Elen, 28/7 and Nathan, 34/16

**Resources:** <https://drive.google.com/drive/folders/0B0mB03JtF2jSalptYjhGbmdnNDA>

**Number of Roles: 2**

Name	Contact	Brief summary of achievements	Difficulties
------	---------	-------------------------------	--------------

			encountered
<i>Claudia tisba</i>	<i>Lives in 34/4 claudiatisba3@gmail.com</i>	<i>None</i>	<i>Can't access the document linked in the job description- tried to go through previous emails but found it confusing</i>

## Co-op Property Developers

**Description:** Seek out new building opportunities; develop financial models; engage with lenders and other support; develop redevelopment plans for potential acquisitions. Including being an active part of student cooperative homes. Support other coops in their property acquisition/development.

### Tasks involved:

- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

### Number of Role: 1

Name	Contact	Brief summary of achievements	Difficulties encountered
Mike Alex Nathan		Have made good progress with securing Roxburgh Street. Have looked into other buildings a little, and have explored opportunities for collaboration, eg. Ploughshare Housing Co-op.	

## Online Admins and Moderators

**Description:** You will need to be an admin on both the Facebook groups: ESHC Swap and Share and the Members' Group, as well as other channels of communication such as Slack. PLEASE NOTE YOU MAY HAVE TO UNDERGO A VETO PROCESS BEFORE STARTING

THIS ROLE.

**Tasks Involved:**

- This means monitoring posts to ensure they are of appropriate content. This may mean advising people that a post belongs in the other Facebook group. For example, minutes or details of master key holders should not be on the Swap and Share and offers of your kitchen chairs should not be on the Members' Group.
- You will need to edit the Members' Group list so that only members of ESHC have access to the information there.
- You may also need to delete content if it is of a particularly unacceptable nature. This should likely be followed by a message to that user explaining why their content was removed.
- In extreme cases, members may have to be removed from the group(s) for repeated inappropriate content.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Good use of social media.

**Time & Schedule:** minimal, only as required.

**Point of Contact:** Kate Taylor Beale (formerly 34/1)

**Experience Requirements:** None

**Number of roles:** 2

## Secretary

**Description:** This is an **essential** role. Sign official documents on behalf of ESHC; required by law.

**Time & Schedule:** Low time commitment

**Number of Roles:** 1

**Note:** not decided by work coordinators but at the AGM.

Name	Contact	Brief summary of achievements	Difficulties
------	---------	-------------------------------	--------------

			encountered
<i>Chris</i>			

## Social Media Posters

**Description:** Regularly update ESHC social media accounts (Facebook, Twitter) with engaging content, and respond to and/or pass on messages from relevant parties. Blogger Roler.

### Tasks Involved:

- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.
- 

### Relevant Skills:

### Time & Schedule:

### Number of Roles: 2

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Kasmita</i>			

## Website Editor

**Description:** Maintain the ESHC website updated and beautiful, and ensure it includes all pertinent information. Edit format.

### Tasks Involved:

- Advertising the application periods, co-op events etc. on the website
- Problem-solve any technical issues on the website (can work with more skilled Internet people if need be)
- Update website with additions members suggest
- Ensure all pertinent information, including contact information, changes and updates, is

- clearly accessible
- Ensure accessibility.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Basic knowledge of HTML or enthusiasm to learn, interest in graphic design

**Time & Schedule:**

**Number of Roles:** 1

**Point of Contact:** Callum Booth-Lewis

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Elizabeth</i>			

## Finance Team

### Bank Signatories

**Description:** This is an **essential** role. Bank Signatories are the only members of the Co-op who have access to ESHC's bank accounts. As such, this role carries with it a significant amount of responsibility. This role functions primarily to oversee and manage our accounts. One of the two Bank signatories will be the official Treasurer named with the Financial Conduct Authority., which – as a Registered Society –we are required to have by law. Hence, this particular Bank Signatory will have their name on record with the FCA as ESHC's Treasurer, and may be required to sign official documentation.

### Tasks Involved:

- Executing any and all payments on behalf of ESHC;
- Making any and all deposits into ESHC's bank accounts;
- Contributing to relevant financial reports.
- For the Treasurer:
  - Executing any and all payments on behalf of ESHC;
  - Making any and all deposits into ESHC's bank accounts;
  - Contributing to relevant financial reports;
  - Signing official documents as the ESHC Treasurer.

- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** None; however, deeper engagement with ESHC's financial management (e.g. through committing to another Finance Team role) is desired and encouraged.

**Time & Schedule:** 1–2 hours / week

NB: A fair amount of time is needed to become fluent in ESHC's finances, software, and accounting practices. Further, the bank's approval process for adding a signatory can take up to several months. Hence, we ask that members wishing to become Bank Signatories commit to the role for at least one year.

**Point of Contact:** Filip Kaklan, Mike Shaw

**Number of Roles:** 2

**Extra note:** Not chosen by the work co-ordinators, but at the AGM.

Name	Contact	Brief summary of achievements	Difficulties encountered
Filip Mike		We've managed to spend lots of money.	Has fallen on just Mike and Filip, who have both been a little stretched. Many payments have been very late. Both keen to step back from the role.

## Deposit & Share Managers

**Description:** This is an **essential** role. Make sure people pay their deposits and shares, and track people who have not paid them. Make sure people are being re-paid properly when they move out. This role is evolving with the creation of the Intranet.

### Tasks Involved:

- Manage deposits and shares
- Chase people for deposits and shares if not paid by move-in date or soon after
- Resolve repayments
- Be in contact with Inventory people to know who is not going to be repaid
- Be in contact with the people overseeing the Intranet
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and

must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:**

**Time & Schedule:** Many hours during busy periods (3 times/year). 1.5.

**Resources:**

- Intranet access
- List of members
- Signatory
- Access to Finance email

**Number of Roles:** 2

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Nadir</i>			

## ESHC Budgeteers

**Description:** This is an **essential** role.

**Tasks Involved:**

- Form budget and bring to GM for approval
- Keep an eye on annual expenses
- Main contact for approving large projects
- Update budget with monthly cashflows to see if we're on track
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:**

**Time & Schedule:** 2 hours a month for cashflow update, reply to queries as they arise, be available to advise WGs on projects

**Resources:**

- Our budget documents

**Number of Roles:** 3

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Lucy Callum</i>			

## Rent Managers

**Description:** This is an **essential** role. Liaise with membership to answer questions if necessary, including chasing up and liaising with members who miss rent payments or owe debt to the co-op. Ensure regular rent payments are made to the co-op and endeavor to avoid bad debts.

### Tasks Involved:

- Invoicing members monthly and reminding them to pay rent
- Matching incoming payments with invoices
- Keeping in touch with members who have outstanding payments and enquiring about their situation
- Answering queries from the membership about rent and other financial information (e.g. how to pay)
- Keep track of finance email and ensure all emails are responded to
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Empathy and understanding, as difficult financial situations may arise but almost always get resolved. Ability to be unobtrusive, as payments are often sensitive topics for members. Ability to be assertive but patient and gentle. No accounting training, maths skills, or finance background is necessary, as this role is for tracking payments, not managing the money itself.

**Time & Schedule:** Busiest at the beginning and end of each semester (September, January, and May/June). 30 minutes/week normally, and about 3 additional hours monthly.

### Resources:

- Access to Finance email
- Access to Quickbooks (ESHC accounting) data
- One-to-one training in Quickbooks
- Rent Chasing manual

**Number of Roles:** 3



Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Sam Emma</i>			

## Membership Team

### Applications Coordinators

**Description:** This is an **essential** role. Oversee implementation of applications policy; update policy as needed

**Tasks:**

- find out when members are moving out
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Number of People:** 3

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Elen Miguel</i>			

## Flat Shufflers

**Description:** This is an **essential** role. Help facilitate and oversee internal reshuffling of members between flats should there be conflict or welfare issues with members living in certain flats, as well as coordinating reshuffling during move-in and move-out periods. (December/January, May/June, and August/September). This role is focused on the Welfare aspect of reshuffling more than the procedural one, but works very closely with the Flat Allocation Team.

**Tasks Involved:**

- Work closely with the Internal Reshuffling Team

- Advertise the schedule of flat allocation (deadlines for submissions of questionnaires, notices of move-outs and reshuffling decisions)
- Update the questionnaire to send to flats and applicants
- Make sure everybody's preferences are being heard
- Be willing to work with Welfare to smooth over personal conflicts in living arrangements
- Run the Flat Allocation System
- Oversee internal reshuffling during term times if conflicts arise.
- Assist with Flat Allocation Team to ensure that all welfare and interpersonal needs are met during heavy reshuffling/flat allocation times (December/January, May/June, August/September).
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

### Relevant Skills:

**Time & Schedule:** 1.0. Mainly busy before new members arrive every semester.

**Number of People:** 3

### Resources:

- Flat allocation System containing the Lowit algorithm
- Welfare handbook chapter 7
- Reshuffling map
- Reshuffling questionnaire

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Kate Fidelma</i>			

## Inventory Checkers

**Description:** This is an **essential** role. Keep track of inventories of essential furniture and appliances in flats and bedrooms. Busiest during moving in and out periods, as role also involves checking rooms before move-outs and move-ins to ensure all furniture and appliances are present for new members.

### Tasks Involved:

- Keep up-to-date and easily accessible list of all furniture and appliances required to be left in rooms when a member moves out, and make sure it's communicated to leaving

members.

- Check bedrooms before new members move in. If something is missing, notify finance to withhold previous members' deposit.
- Coordinate acquisition or reshuffling of furniture or appliances if need be.
- Conduct regular inventories of flats also to ensure all necessary appliances are present (toaster, microwave, kettle, stove, oven, refrigerator, freezer).
- Keep records of when, if, and which appliances are replaced, such that records exist for when we need to replace them again.
- Keep track of if appliances need to be replaced and notify the relevant people (Places WG) to purchase new appliances.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Basic organisational skills. Basic understanding of appliances preferred (in order to test functionality) but by no means necessary.

**Time & Schedule:** Busiest around moving in/out periods (May, September)

**Resources:**

[https://docs.google.com/document/d/1WaLIFn8aWW3AMJUxIsfXkKJpBF\\_QiUUtEt6pcOUAmRs/edit](https://docs.google.com/document/d/1WaLIFn8aWW3AMJUxIsfXkKJpBF_QiUUtEt6pcOUAmRs/edit)

**Number of roles:** 4

Name	Contact	Brief summary of achievements	Difficulties encountered
Silver Helena Anyia		Did an inventory of rooms being moved into	

## Membership Registrar

**Description:** This is an **essential** role. Maintain up-to-date lists of current members, alumni members, and incoming members, including but not limited to: contact information, move-in/move-out dates if known, tenancy/lease dates, and flat number if applicable.

**Tasks Included:**

- Develop system for regular updates of contact information for current, alumni and incoming members if applicable,

- Keep list of incoming members who have accepted their place at the co-op, beginning after applications are accepted and continuing through move-ins,
- Edit lists as membership changes mid-year,
- Find and record move-in and move-out dates,
- Find and record lease/tenancy dates,
- Keep track of flat reshuffles as they occur,
- Maintain a clear, accessible, and easy-to-read document containing this information (likely as a spreadsheet).
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Time and Schedule:** Most busy during member changeover seasons (November-January, March-September) especially during the spring and late summer when most new members accept their place and are moving in/out. Likely very few hours/week otherwise. Because no such system yet exists, initial design and creation of document may also require more time and effort.

**Deadlines:** Keep registrar up to date and current.

**Resources:** Access to Procedures email and main email, communication with other membership roles. Editing power over said document.

**Relevant Skills:** Understanding of Excel or similar programs, background/experience/interest in organisation systems, data management.

**Necessary Skills:** Confidence in ability to keep track of a great deal of information in an organised and accessible manner.

**Number of People:** 1

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Andre</i>			

## Tenancy Agreement Managers

**Description:** This is an **essential** role. Sign tenancy agreements on behalf of the co-op (landlord), organise the signing of tenancy agreements, keep track of when tenancies begin and

end and who needs to sign new tenancy agreements. Print out tenancy agreements (costs reimbursed by co-op) at the beginning of each term, ensuring that the up-to-date copy of the tenancy agreement is printed.

### Tasks Involved:

- Sign leases with members
- Take care of the signed leases
- Update database
- Keep track of termination dates
- Update tenancy agreement every semester
- Ensure tenancy agreements are printed
- Check the studentship of members signing tenancy agreements (in-date student card or login to university website with matriculation and required minimum 60 credits confirmed)
- Hand over keys to new members when they sign their tenancy agreements
- Sign new members up for the Intranet when they sign their tenancy agreements
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

### Relevant Skills:

**Time & Schedule:** 1. Will require at least one full day, and usually a few more hours than that every semester during move-in periods, and little work during the semester.

**Number of People:** 2

**Note:** (with studentship check and key handover)

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Reinus Filip</i>			

## ◆ Students for Co-operation and Student Co-operative Homes ◆

Students Co-operative Homes Delegates

**Description:** ESHC is a member of Students Co-operative Homes – a national body set up to help fund new student housing coops. At the moment SCH is working with Students for Cooperation, and so the SCH delegate would work closely with people from SfC.

### **Tasks Involved:**

- Attend in-person SCH conferences and meetings
- Attend online SCH organising meetings
- Liaise with membership and update membership on SCH decisions and goings-on
- Write the SCH update for the GMs (currently, this exists under SfC update, but as SCH gets bigger it could be good for it to have it's own space)
- Answer relevant emails
- Engage with SCH work and take on work that needs doing within the organisation
- Report to SCH ESHC's needs or concerns
- Sort out election of replacement if/when you leave. Who will try and stand in your position. We foresee this being an anon online election, and this person then attempts to stand in for your board position. So, that would look like...
  - Send email to all members outlining what an SfC delegate is and does.
  - Request members to fill in online application should they want to apply for this role
  - This online application will ask applicants why they would like to do this role and why they would be good for this role
  - Application deadline will be set and met.
  - The applications will be put into a new google form (similar to membership applications), and members should vote for the applicant they would like to take the role of SfC delegate.
  - All applications will remain anonymous
- *THIS POSITION SHOULD BE VETO-ABLE*
- One of the delegates will be elected to be the co-convenor for SHC and Sfc. This means organise and advertise SfC and SCH combined meetings and ensure there is a venue for them well ahead of time, and that this venue is well communicated. They oversee that members in the Working Group are completing their roles, and work with them and/or notify the relevant people if they are not. Co-Convenors are also responsible for ensuring that communication within the Working Group is happening smoothly. At least one Co-Convenor must be present at every Working Group meeting. Being a co-convenor involves the following tasks:
  - If the meeting has not been advertised 24h before, do so
  - Ensure the meeting structure is being followed
  - Check on members' actions and ensure that everything that should be completed is, and notify the relevant people if it's not
  - Pass on complaints from others about a person's capacity in a role to the relevant people
  - Write updates for the GM if nobody has done so
  - Ensure the Wiki and the Drive folders of the WG can be navigated easily and are well-organised

- Attend fortnightly meetings with the WSP team to give feedback on WG.

**Relevant Skills:** Interest in the wider the co-op movement, ability to leave Edinburgh for conferences around the UK, regular access to Internet and ability to organise remotely with wider SCH membership

**Time & Schedule:** 2h x week

**Resources:**

- SfC/SCH website and communication channels (Trello, Facebook Group, etc.)
- Access to co-op email

**Number of Roles:** 3 (varies depending on board elections)

**Points of contact:** [mike.james.shaw@gmail.com](mailto:mike.james.shaw@gmail.com), Molly Newhouse 34/8  
[mollyjanenewhouse@gmail.com](mailto:mollyjanenewhouse@gmail.com)

Name	Contact	Brief summary of achievements	Difficulties encountered
Mike Nathan Hannah B		We are all now SCH board members. We've attended a number of board meetings in Manchester, and have been involved in SCH working group activities.	Much stuff at SCH has been very frustrating. Haven't made the progress we have hoped for.

## Students for Co-operation Delegates

**Description:** ESHC is a member of Students for Co-operation, a secondary co-op made up of student co-operatives across the UK. ESHC needs members to be aware of goings-on with SfC and relay important information back, as well as bring the needs and concerns of ESHC to the table at SfC. They are also responsible for assisting with the work at SfC, as the organisation is in great need of labour and ESHC by far makes up the greatest portion of its membership at the time of writing, yet proportionally little of the labour. The SfC delegates should also facilitate getting more ESHC members to help in the organisation (advertise, educate, make it more accessible, etc.)

**Tasks Involved:**

- Attend in-person SfC conferences and meetings
- Attend monthly online SfC organising meetings
- Liaise with membership and update membership on SfC decisions and goings-on

- Write the SfC update for the GMs
- Answer relevant emails
- Engage with SfC work and take on work that needs doing within the organisation
- Report to SfC ESHC's needs or concerns
- Sort out election of replacement if/when you leave. Who will try and stand in your position. We foresee this being an anon online election, and this person then attempts to stand in for your board position. So, that would look like...
  - Send email to all members outlining what an SfC delegate is and does.
  - Request members to fill in online application should they want to apply for this role
  - This online application will ask applicants why they would like to do this role and why they would be good for this role
  - Application deadline will be set and met.
  - The applications will be put into a new google form (similar to membership applications), and members should vote for the applicant they would like to take the role of SfC delegate.
  - All applications will remain anonymous
- One of the delegates will be elected to be the co-convenor for SHC and Sfc. This means organise and advertise SfC and SCH combined meetings and ensure there is a venue for them well ahead of time, and that this venue is well communicated. They oversee that members in the Working Group are completing their roles, and work with them and/or notify the relevant people if they are not. Co-Convenors are also responsible for ensuring that communication within the Working Group is happening smoothly. At least one Co-Convenor must be present at every Working Group meeting. Being a co-convenor involves the following tasks:
  - If the meeting has not been advertised 24h before, do so
  - Ensure the meeting structure is being followed
  - Check on members' actions and ensure that everything that should be completed is, and notify the relevant people if it's not
  - Pass on complaints from others about a person's capacity in a role to the relevant people
  - Write updates for the GM if nobody has done so
  - Ensure the Wiki and the Drive folders of the WG can be navigated easily and are well-organised
  - Attend fortnightly meetings with the WSP team to give feedback on WG.

**Relevant Skills:** Interest in the wider the co-op movement, ability to leave Edinburgh for conferences around the UK (expenses are covered), regular access to Internet and ability to organise remotely with wider SfC membership

**Time & Schedule:** 3h x week

**Resources:**

- Literature about SfC



- SfC website and communication channels (Trello, Facebook Group, etc.)
- Access to co-op email
- [SfC Google Drive Folder](#)

**Number of Roles:** 2

**Points of contact:** [mike.james.shaw@gmail.com](mailto:mike.james.shaw@gmail.com)

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Hannah Elle Paul</i>			

## Students for Cooperation Media Guru

**Description:** Not only do you get a great name- “Media Guru”- but you get to work with SfC’s media team to keep their website, social media ect. Updated. This may include getting more SfC people involved in this media team.

### Tasks Involved:

- Keep up to date with SfC goings on
- Update social media and websites with information
- Get more people involved in the social media
- Report on conferences etc. Through this media
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Interest in the wider the co-op movement, ability to leave Edinburgh for conferences around the UK (expenses are covered), regular access to Internet and ability to use social media effectively.

**Time & Schedule:** 1h x week

### Resources:

- Literature about SfC
- SfC website and communication channels (Trello, Facebook Group, etc.)
- Access to co-op email
- [SfC Google Drive Folder](#)

**Number of Roles:** 1

**Points of contact:** [mike.james.shaw@gmail.com](mailto:mike.james.shaw@gmail.com) or [mollyjanenewhouse@gmail.com](mailto:mollyjanenewhouse@gmail.com)

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Cole Sian</i>			

## Students for Cooperation Network Coordinator

**Description:** Keeping up to date with the goings on within SfC. Staying in contact with everyone.

### Tasks Involved:

- Attend in-person SfC conferences and meetings
- Be in the know
- Help with general SfC tasks, both within ESHC and beyond
- Could be a key point of contact for other coops
- Answer [eshc.principle6@gmail.com](mailto:eshc.principle6@gmail.com) email address
- Reach out to other co-operatives and/or similar organisations (intentional communities, non-hierarchical groups) to research and learn from their methods (both mistakes and tips). Focus on decision making, conflict mediation, facilitation of meetings, structures, etc. Keep records of this information and liaise with other Participation roles/wider co-op to test out implementation of what is learned. Make information accessible to wider public (e.g. other co-operatives).
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Interest in the wider the co-op movement, regular access to Internet and ability to organise remotely with wider SfC membership

**Time & Schedule:** 1h x week

### Resources:

- Literature about SfC
- SfC website and communication channels (Trello, Facebook Group, etc.)
- Access to co-op email
- [SfC Google Drive Folder](#)

**Number of Roles:** 1

**Points of contact:** [mollyjanenewhouse@gmail.com](mailto:mollyjanenewhouse@gmail.com)

Name	Contact	Brief summary of achievements	Difficulties encountered
Molly Newhouse	34/8 mollyjanenewhouse@gmail.com	<i>Set up the new email: <a href="mailto:eshc.priciple6@gmail.com">eshc.priciple6@gmail.com</a> and spoke to other coops this way. Contacted other coops on SfCs list to see if they were still active. Organised other cooperators visiting like Tristan from NASCO. Attended SfC and SCH meetings.</i>	<i>Getting other people involved in my working group. Found myself doing other SfC roles. Feel like we need a co-convenor.</i>

## ◆ Welfare ◆

### Welfare Coordinators

**Description:** This is an **essential** role. The coordination of main tasks requested by a member contacting the welfare email. There are two (2) Welfare Coordinators so that a member can request only one of them accesses the email and coordinates its resolution if they prefer. This role requires only one person to anonymously veto a coordinator for a new coordinator to be chosen.

#### Tasks Involved:

- Manage the welfare email (regularly check emails, respond appropriately, organise the emails appropriately).
- Collect volunteers to be in the Welfare Pool, for the purpose of changing out Welfare roles if necessary.
- Supervise Handbook use/development
- Manage anonymous form which replaced welfare phone.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Patience, ability to remain neutral in complicated and/or emotional social situations, understanding of Safer Spaces policy and issues that could affect the wellbeing of members.

**Time & Schedule:** 1.0

**Point of Contact:** Adriano Albanese (28/1), Lea (34/1)

**Resources:**

- Welfare Handbook
- Welfare Coordinator document (Drive)
- Coordinators proposal passed at the 56th GM
- Welfare Handbook, need development:  
<https://drive.google.com/drive/folders/0B2hBe6iGoPSISTg3eEM2VnBuNEU>

**Number of Roles:** 4

Name	Contact	Brief summary of achievements	Difficulties encountered
Lea Molly			

## Keepers of Safer Spaces

**Description:** Safer Spaces team members will be familiar with the co-op Safer Spaces policy, and be responsible for updating or editing it when necessary. In addition, the Safer Spaces team will oversee the implementation of the policy by ensuring all events are compatible with it, and monitoring online communication channels for breaches of the policy (e.g. Facebook groups). The Safer Spaces team also serves as an open ear and sounding board, and should be available to discuss member's welfare concerns privately if need be.

**Tasks:**

- Monitoring Facebook groups, Intranet forums and any other online communication channels to ensure the Safer Spaces Policy is adhered to, and taking relevant measures to address the issue if a violation occurs (speaking to the violating member, deleting comments, conflict mediation, etc.)
- Monitoring co-op events (both social and meetings) for violation of the Safer Spaces policy, taking relevant measures to address the issue if a violation occurs (speaking to a member privately, etc.)
- Educating members of our Safer Spaces Policy
- Ensuring our Safer Spaces Policy is updated and is discussed regularly
- Working with conflict mediation team if required
- People WG will call up this team when they are doing an event.
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and

must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Awareness for reasons behind Safer Spaces policy, compassion for others, ability to communicate effectively in potentially tense situations, ability to remain calm and neutral, ability to regularly check online communication channels and/or be present for meetings and events.

**Time & Schedule:**

**Point of Contact:** Adriano Albanese (28/1)

**Resources:**

- Welfare Handbook Chapter 8
- Safer Spaces Policy
- Safer Spaces Folder in Welfare

**Number of Roles:** 1

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Lu Callum</i>			

## Welfare Pool

**Description:** A volunteer (not a role) pool, from which members may be contacted by the Welfare Coordinators to step in for a Welfare role.

**Tasks Involved:**

- Tasks from any of the above listed Welfare roles, especially pertaining to conflict mediation.
- Development note: make sure Welfare Pool is included in all important links sections.

**Relevant Skills:** See skills from listed Welfare roles.

**Time & Schedule:** As needed, likely not often. This is a **dormant** role.

**Point of Contact:** Adriano Albanese (28/1)

**Resources:** See Welfare roles.

Guidelines:

<https://docs.google.com/document/d/13E8PgZCHsZg6in9hgEV7PnYWvnFnB98fw5JrJ1LQVFg/edit#>

Sign-up: <https://docs.google.com/spreadsheets/d/1fHr6tEnuOEwgxSc-QZG-x0iPgSpQNTNUEU-NJyQCdng/edit#gid=0>

**Number of Roles:** As many as volunteer.

Name	Contact	Brief summary of achievements	Difficulties encountered
Alice Lea Molly A			

## ◆ Basement ◆

### Cooking for Volunteer Coordinators

**Description:** Organisation of cooking for the basement volunteers, especially for the volunteering days. Provide assistance to the basement team in the recruitment of volunteers and in the organisation of workshops.

**Tasks Involved:**

- Arrange cooking or cook lunch for the basement volunteers.
- Promote volunteering at the basement
- Help out in the organisation of basement workshops and volunteer open days
- Give an update on your progress and achievements in this role or, alternatively, put forth a discussion point regarding this role. This is essential to the completion of your role and must be done at a GM, either as writing in the agenda or as a short presentation.

**Relevant Skills:** Organisational and communication skills

**Time & Schedule:** 2 hour per week, occasionally more (during workshops)

**Point of Contact:** Molly Newhouse (34/8) and Rob (34/1)

**Resources:**

**Number of Roles:** 1

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Rob G</i>			

## ◆ Summer Working Group ◆

### Summer Co-convenor

**Description:** This is an **essential** role. Summer co-convenors make sure meetings and check on members to fulfill their weekly action. Their job is mainly to ensure things happen in the Working Groups and that communication happens well. There are 2 general summer co-convenors because membership at this time is limited in the co-op.

#### Tasks Involved:

- Follow Summer co-convenor [Work Schedule](#)

**Relevant Skills:** Interpersonal skills, organisation.

**Time & Schedule:** 2-3 hours per week.

**Point of Contact:** Silver (34/4)

#### Resources:

- [Co-convenor Work Schedule](#)

**Experience Requirements:** None

**Number of roles:** 0-2, only applicable in summer months.

Name	Contact	Brief summary of achievements	Difficulties encountered
<i>Silver Campbell</i>	<i>34/4, envcubemap@gmail.com</i>	<i>Successfully convened the Summer WG over summer, made some sick posters advertising it, changed the usual WG time of 8pm to 6pm, offered everyone tea</i>	<i>Lack of decent turnout at a lot of meetings meant many actions had to be taken on by</i>

			<i>myself or a small number of regulars (or they were not taken on at all)</i>
--	--	--	--