Scope of Work

**Could be responsible for these things:**

* financial management
  + making sure we're not behind on taxes
  + bookkeeping management
    - if books are getting behind, working to hire a bookkeeper, so that we aren't so behind -- or maybe, board should do hiring and firing
    - this person could do research tasks
    - gather information
    - be the go-to point person for hired bookkeepers
  + help file taxes
    - be the contact for tax filing info
    - house bks are not responsible for tax reporting, which is specialized work
* legal management
  + updating CHEA’s info if it is about of date with the state (last updated in 2008)
  + making sure legal documents are up to date
  + managing long term maintenance projects for houses
  + helping with permit research
  + meeting with contractors, collecting quotes, waiting for contractors
  + record retention
  + eviction proceedings? Only filing necessary legal paperwork on behalf of houses and CHEA
  + cleaning up official documents
  + housing law (NASCO workshop)
* inter-house communication
  + NASCO training coordination, two trainings per year, scheduling for houses
  + serving as point of clarity in house miscommunications
  + yet another place for house communication to happen
  + serve on board committees as a taskmaster? maybe
  + awareness training for critical house officer positions, like memco and treasurer
  + will be cooperating with both houses the whole time to get anything done
* general
  + keeping houses informed, and board, too
  + keeping themselves in the houses vision, going to house meetings and board meetings
  + non disclosure agreement, records retention

**Would NOT be responsible for these things:**

* not empowered to disclose any information that the board hasn't said they can, required for their duties
* won't actually doing bookkeeping
* not making decisions or policy
* no one will be evicted by them
* if the person is a house member, that person will be making decisions, as a member of a house, voting to make house policy… Which is a minor conflict of interest, but both houses will know. Can write it up in contract -- would have to disclose their biases
* cannot be a house officer, because that would create a conflict of interest
* cannot be a CHEA board rep, because that would also create a conflict of interest
* cannot require anyone to do anything