

University Apartments South Residents' Association (UASRA)

Green Coordinator

PURPOSE

The purpose of the Green Coordinator would be to serve as a resource for residents, board members, and unit representatives to provide suggestions on how to conduct UASRA business and hold events in an ecologically friendly way. The Green Coordinator will coordinate with other UCLA persons and groups that are responsible for sustainability. This position will be reviewed by the board quarterly for productivity and benefit for residents.

DESCRIPTION

The Green Coordinator is an appointed officer in the UASRA. He/she is under the jurisdiction of the President.

ELIGIBILITY

Any registered tenant (18 years and older) of University Apartments/South.

RESPONSIBILITIES

A. Meetings

1. The Green Coordinator is required to attend monthly General Assembly meetings. They are also required to attend General Board meetings if invited.
2. If unable to attend General Assembly meeting, the Green Coordinator should notify the President 48 hours in advance, unless it is an emergency, in which case notice should be given as soon as practicable under the circumstances. The fine for not attending a meeting without proper notification is \$40 per meeting. If more than two meetings are missed, with proper notification for an excusable reason, a \$20 fine will be issued per additional missed meeting. Three tardies will count as one absence. A tardy is defined as being 10 minutes late or more or leaving a meeting 10 minutes or more prior to the end of the meeting.

B. Newsletter

1. The Green Coordinator must write two articles on sustainability, one in the fall and one in the winter/spring. These articles should include upcoming LA and UCLA green initiatives.
2. The article must be submitted to the Newsletter Editor by the Newsletter submission deadline (the 25th of the month prior to the month in which it is to appear in the Newsletter).
3. The fine for failing to submit the article to the Newsletter Editor by the following Newsletter submission deadline is 20% of the monthly stipend, not to exceed \$50.

C. Events/Workshops

1. The Green Coordinator must organize one event/workshop to educate residents on “green” principles (composting, gardening, recycling workshops – utilize on campus resources and UCLA Recreation to provide workshops). Each event must be approved by the President. The fine for failing to organize an event is \$65.

D. CSA/UPNS

1. Serve as the point of contact between UASRA and the Community Supported Agriculture (CSA) program at UPNS.

E. Produce Pick-up.

1. In cooperation with Food Forward and the UCLA Food Security Initiative, the Green Coordinator will organize a produce pick-up each Sunday in the Sepulveda Resource Room. The Green Coordinator will solicit and schedule volunteers, coordinate with the Food Forward Representative, record resident information as needed, and report this information Food Forward and the UCLA Food Security Initiative. If the Green

Coordinator cannot organize the produce pick-up one week, he or she will find a substitute to be paid \$20 for organizing that week. The fine for failing to find a substitute is \$40.

2. The Produce Pick-up will be closed Thanksgiving weekend, the first two weekends of the UCLA school winter break, and the first weekend of the spring break. It will continue over the summer.

If the Green Coordinator decides to resign, he or she must provide a written notice to the President at least 30 days before resignation.

STIPEND

The Green Coordinator is to be paid his or her stipend monthly.

Let it be understood that due to the nature of the Residents' Association, some issues may arise requiring attention that will not fall under any specific office. In such event, you may be asked to perform other duties only as designated by the General Assembly.

I have read, understood and accepted the UASRA Green Coordinator

Name: _____

If nonstudent, Name and student ID of Spouse: _____

Address: _____

Phone # Day: _____ Evening: _____

Email Address: _____

Signature: _____ Date: ____/____/____

Complex: _____

*By-laws subject to change with General Assembly approval