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## Responsibilities of a CO-OP Member

You have now been offered a unit at CTC and should have previously received a brief overview of our membership responsibilities and choices here at CTC. Now that you are closer to becoming a resident, here is more explanation about the responsibilities of our Co-op members to better assist you in your choice.

### Annual Members' Meeting

The Annual Members' meeting is held annually, usually in the spring of each year. It is a time when the members get together as an entire group to elect new board members, hear the accomplishments of CTC and reports from the Board, and discuss any issues that are present at the time and approve / vote for new policies and changes. Watch for notices in the Terrace Times and posted in each laundry room at least a month before the meeting. An annual report will be produced at the same time.

### Spring/Fall Cleanup

Spring and fall clean up is a time when members get together in their wards and clean up the CTC neighborhood and grounds. It is a time to get to know your neighbors and share time with new families. Participation is a **requirement** of CTC members. Refreshments are usually served.

### Laundry room cleaning as part of your membership

As part of service to CTC, each member is responsible for cleaning the laundry room as fulfillment of membership requirements. It is each member's duty to make sure the laundry room continues to be clean the whole week that the member is assigned to clean it. This normally means at least twice during the assigned week. Selected members serving on committees or as Ward Representatives are exempt from performing laundry duties while they serve.

### Committees

CTC needs your help to operate as a Cooperative. Some members will choose to contribute by serving on a committee. If you are chosen to be an official member of a committee, it will eliminate your requirement to clean the laundry rooms. Committees are required to meet 6 times a year usually with completion of required tasks in between meetings. Each committee has different requirements that will help to keep the rents at an affordable level.