



COMMONWEALTH TERRACE CO-OP

Ward Representative Job Description

A Community Leader, Resource, and Friend

CTC is divided into 14 wards, or subcommunities, to provide more effective representation of the co-op population across all wards, streamline organizational initiatives and communications, and foster a more interconnected community. Each ward has a representative that serves voluntarily to create a comfortable, safe, and supportive atmosphere for residents, facilitating interactions with neighbors and their acclimation to co-op life.

Position Overview

Ward representatives develop valuable proficiency as a peer mentor and administrator, as well as earn pivotal work experience, in their expected responsibilities:

- Promote community building and an inclusive environment by welcoming new residents to the community and organizing social opportunities
- Serve as a resourceful point of contact, helping residents and peers adjust to co-op life
- Gain visibility as a community leader and work as a liaison between residents and co-op governance for the enhancement of the collective and individual living experiences
- Learn about our coop's organizational policies, procedures, and available resources
- Coordinate and oversee laundry room cleaning and the bi-annual grounds clean-ups
- Manage an annual budget for ward related events, social gatherings, and materials
- Interact and build relationships with your neighbors, developing strong interpersonal communication, mediation, and conflict resolution skills

Filling Ward Rep Vacancies

Each ward is required to have a standing ward representative. Without a representative, the ward is subject to a service fee per unit on a monthly basis until the position has been filled. A ward rep choosing to step out of the position is responsible for finding a replacement to fill the position. A replacement request can be done ward-wide via email, laundry room posting, or organized meeting to announce the opening of the position. The position can be filled on a first come first serve basis, or a general election can be held to officially elect a representative. Once the new ward representative is chosen, the outgoing rep (if available) will orientate the new rep of duties, supply all ward related materials/documents and notify the CTC Office of the change of position.

Position Description

Ward Rep's Primary Functions:

- Welcoming new residents to the community
- Coordinating and facilitating annual clean-ups
- Serving as liaison between CTC Management and ward
- Scheduling and overseeing laundry duty assignments
- Laundry room inspections and supply restock (or assign)
- Point of contact for the ward
- Assist in neighborly mediation situations as necessary

Additional Ward Management Responsibilities:

> Meetings:

Each ward must meet at least bi-annually at the spring and fall clean-ups. A notice of meeting time and location within the ward is to be announced at least one-day prior to the scheduled clean-up date. Attendance sheets are required to be signed by one member of each household to be accountable for required membership fulfillment.

> Annual Budget:

Specific ward funds are allocated from the CTC Operating budget. Each ward is allocated a budget amount for annual clean-up meetings, and announced prior to each clean-up. Additional budget funds for ward related events and/or materials are authorized on an annual basis.

Benefits of serving as a Ward Rep:

- Build leadership, organizational, communication and problem solving skills
- Exempt from laundry cleaning duty and community kitchen user fee
- Gain familiarity with cooperative operations
- Build lasting friendships



INTERESTED IN APPLYING?

Send your inquiries to the office front desk at ctc@umnctc.org, and we'll connect you with the proper resources for the growth of a beautiful partnership. Thanks!