

Member turnover

Member turnover goes a lot easier with the material below kept up to date. Annually reviewing this checklist and assigning members responsibilities will help your co-op manage turnover.

- Orientation packet
 - Member policies
 - Member resources (education, maintenance, food, etc.)
 - FAQ
 - Add new members to communication lists
 - Add new members to labor and food systems
- Lease / membership contract
 - Required info filed with contract
 - income verification, proof of student status, demographic info, etc
- Exit survey / check out sheet
 - Capture concerns and recommendations
 - Verify address/ security deposit
 - Add to alumni list

Who is responsible for each item above? (staff, board , board committees etc.)

Board turnover

Annually reviewing this checklist before board elections will help your co-op manage turnover.

- Board duties and Officer job descriptions
 - Desired skills
 - Required tasks (time, physical requirements etc.)
 - Rewards (skills learned, resume builders, compensation, glory,)
- Change codes and passwords with board turnover to prevent inappropriate access to records
- Board onboarding manual
 - Annual gov. calendar with routine board tasks
 - Long term project reports/ updates
 - Code of conduct
 - Co-op policies and bylaws
- Staff evaluation process overview

- Staff job descriptions
- Evaluation timeline
- Staff policies

Who is responsible for each item above? (staff, board , board committees etc.)

Staff turnover

Annually reviewing this checklist as well as upon hiring staff will help your co-op manage staff turnover.

Staff turnover checklist

- Staff Handbook
 - Co-op mission statement, values, and strategic goals
 - Personnel policies, such as:
 - General employment policies and practices
 - Anti-discrimination policy
 - Anti-harassment policy
 - Staff evaluations policy
 - Compensation policy
 - Employee benefits policy
 - Processes and procedures
- Staff Manual
 - Detailed how-to for each aspect of the job
 - Important contacts that need to be maintained
 - Breakdown of daily, weekly, monthly, and yearly tasks

For incoming staff

- Email accounts
- Phones
- Admin access
- Assigning equipment
- Staff handbook and/or manual
- HR paperwork



For outgoing staff

- Exit surveys
- Shutting off accounts
- Returning equipment

Who is responsible for each item above? (staff, board , board committees etc.)

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