

OKINES FOOD CO-OP

Membership Information Sheet

What it means to be an active member:

To contribute to the Okines Community Food Co-operative as an active member, tasks need to be **shared as fairly as possible**. To assist this we often encourage members to work within **teams/groups** responsible for their specific roles. These tasks are essential for the **co-op to keep offering its service** in an efficient and effective way to all members.

Active members' shopping discounts:

- Volunteering (4-6 hrs per month) for the Food Co-op - **15%**
- Regular volunteering (4 hrs per month) in the Community House or Garden - **10%**
- All members purchasing products in bulk (3kg +) receive an extra - **8%**

As a non-active member you contribute just as much by paying more for your goods!

If you choose to commit to an active membership this means:

- taking **full responsibility** for your task
- **coming forward** to commit to and learn your task
- **communicating** - with your team group/co-ordinator to make sure the task is done as required OR with the co-ordinator when issues arise that the group cannot address
- **completing your task** as and when needed by the co-op
- **organising a substitute** when needed
- **informing** co-ordinator about when you have scheduled a task or if you need to change your role or membership status

What if I am unavailable for an extended time period?

To keep your active membership discount you may build hours in lieu when you know you will be unavailable for extended periods. You must notify your team and the co-ordinators of this so a sub can be arranged.

Contacts:

We are here to help you if you have any **questions regarding your membership and tasks**:

Co-op Co-ordinator:	Jill Vaughan 0439 411 440	admin & communication with all members vaughanriver@gmail.com
Assistant Co-ordinator:	Deva O'Wheel 0402 228 321	general admin and Tuesday Cashier Manager devaowheel@hotmail.com
Volunteer Co-ordinator:	Amelie Fuller 0474 777 623	co-ordinates most of the active volunteers amelie.k.fuller@gmail.com

Active Members' Role Options:

Expected average contribution: approx. 4 hours per month

(** tasks currently needed)

- **** Cashier/Cashier Assistant:** using the computer point of sale system &/or helping members in shop: Tuesday 2-5pm or Sunday 9.30-12 (every 4-6 weeks)
- Help with **unpacking/pricing of stock or packing pre-orders** and general shop organisation and maintenance. Usually on Monday & Tuesday, between 10-1pm.
- **Washing/sterilizing jars or bottling products** in Community House Kitchen
- **Stocktaking** to ensure our pos and pricelists are current.
- Occasionally **collecting stock orders** from our suppliers in Hobart
- **** Cleaning** the store and fridge; preferably on a Wens - Fri
- Assist with **miscellaneous administration & IT tasks**
- **** Handyperson/manual tasks** to help improve our venue and surrounds and assist with building work when we start the extension project.
- **** Committee member:** attending a committee meeting every 3 months to discuss the running of the co-op and help make decisions on behalf of all members. If not already doing an active task you will be expected to take some responsibility for various events/tasks which may occur thru the year.
- **Garden/House:** to be arranged with the Community Garden or House independently. You need to be a regular volunteer to receive a discount at the co-op for this.