

General Officer Responsibilities

Weekly Open Houses

- Attend a majority of weekly open house meetings throughout the year
 - If a longstanding time conflict is present, the officer may instead perform other activities at the Makerspace (extra open house times, tool training, maintenance, etc.)
- Ensure adequate coverage of officers at open house meetings
- Give tours, tool trainings, and sign up new members

Quarterly Meetings

- Be present at the four quarterly meetings held per year

Facility Maintenance

- Ideally, members keep the space clean and free of debris. Unfortunately, this doesn't always happen. Officers are the "last line" for cleaning, and are expected to clean up after others and ensure the space is presentable. Some specific areas of focus are:
 - Extra sweeping
 - Cleaning the bathroom
 - Emptying garbage cans regularly

Other

- Consult with other officers for purchases/replacement parts/tools
- Repair/Replace broken tools or facilities (or delegate!)
- Be responsive on Slack to member inquiries, such as:
 - Lockouts
 - Training requests
 - Other general inquiries
- Register a Bozeman Makerspace email account
- Help with the Makerspace email inbox and other public questions/inquiries

Officers will receive an email address where they will be added to a group email inbox for the makerspace contact email, where anyone can answer an email! ☐☐

