

Procedure
Participation

Responsible: Community Process

Adopted by 5-day review December 2023

The Participation House Agreement was updated and adopted by the PDX Commons community at its October 22, 2023 meeting, see <https://drive.google.com/file/d/1KhgdFBw35mGD2qQ3kkfmQWETI5oRYMGK/view?usp=sharing>.

This procedure will implement the policy in these key areas:

1. Committees and Subcommittees
2. Shared Meals
3. Job Share Tasks

Additional responsibilities including work weeks, attending Committee of the Whole meetings, and social events are included in the updated Participation House Agreement.

Committees, Active Subcommittees, and 'As needed' Subcommittees

PDX Commons uses a strong committee system to manage our building, finances, and obligations.

In order to more evenly share this work, the Committee system has been refined into three groups:

1. **Committees:** This designation refers to the six existing standing committees (Building and Grounds, Financial and Administration, Community Process, Outreach, Indoor Common Space, and FUNCC).
2. **Active Subcommittees:** This designation is for the various kinds of committee work currently done by separate groups within the Committees. For example, FUNCC has Mitzvah and Celebrations as Active Subcommittees.
3. **"As Needed" Subcommittees:** This designation refers to teams formerly known as 'work groups'. We no longer use the term 'work groups' since it was confusing. 'As Needed' subcommittees do not meet on a regular basis but are called upon as need arises. For example, the Resale Subcommittee is an 'as needed' subcommittee, as is the Architectural Review Committee.

The Committees, Active subcommittees, and 'As Needed' Subcommittees of PDX Commons includes:

<i>Committee</i>	<i>Active Subcommittee</i>	<i>'As Needed' Subcommittee</i>
Buildings & Grounds		
	Outdoor Common Space	Security
		Architecture Review Comm.

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		Emergency Preparedness
Finance & Administration¹		
	Investments	
	Fiscal Oversight	
	Legal/Administrative	Budget Development
Outreach		
		Resale
		Transition
		History/Archive
Indoor Common Space		
	Art Exhibits	Guest Room Management
		Shared Meals/Kitchen
		Library
		Gift/Loan
Community Process		
	Communications	Participation
	Conflict Transformation Team (Transforming Conflict Thru Values Team)	Nominations
FUNCC		
	Aging in Community	
	Celebrations	
	Mitzvah	
		Pets

Community members are expected to sign up and actively participate in at least two committees or active subcommittees. Please also indicate your interest in serving on ‘as needed’ subcommittees.

There are some exceptions:

- Members of Building & Grounds Committee or Finance and Administration Committee need only serve on only one committee, due to the amount of work in these committees’ portfolio.
- Committee conveners do not need to join an additional Committee or subcommittee.
- HOA officers do not need to join an additional Committee or subcommittee.

¹ Members of Finance & Administration Active Subcommittees should also be a member of the F & A full committee

Everyone is encouraged to indicate willingness to serve on as many 'As Needed' Subcommittees as interest and energy allow. These subcommittees will most likely rarely meet but will benefit from having people familiar with subcommittee area of expertise when a need arises.

Shared Meals

Shared meals provide healthy food for our members and builds community in preparing for meals and cleaning up. We strive to make common meals happen twice a week as meal planners, prep team members or clean up team members. These roles are defined more fully in the Shared Meals Procedures (see

<https://drive.google.com/drive/folders/1ErGTYSJXMwMlx47BXYuNzfRaryXqATcr>)

There are distinct differences in the level of participation between a Meal Planning Team (usually two members; sometimes one member) and those helping with meal preparation or clean up.

In trying to equalize the hours needed for these different roles, the guidelines for participating in shared meals include:

- Meal Planning Team (usually two members; sometimes one) that organize a meal once per month have met their commitment.
- Meal prep team members (usually 4) and meal clean up team members (usually 4) should plan to help with meal prep or clean up at two to three meals each month.

We encourage community members that enjoy shared meals to participate in some way with shared meals.

These commitments are per person, not per household.

Job Share

The job share inventory (attached) has been updated to reflect some additional work that must be completed to maintain the building, ensure our building shines inside and out, and administrative and management tasks are completed.

Some job share tasks are relatively easy and simple to accomplish. Some take substantial amounts of time weekly, are physically demanding, or take specialized knowledge or skills.

The job share tasks that take a substantial amount of time weekly, are physically demanding, or take specialized knowledge or skills include:

- Concrete Mopping
- Groundskeepers
- Trash room and recycling
- Maintenance team
- Accounting oversight
- Invoice coding
- Office management

Some job share tasks require daily check-in, including:

- Procurement
- Office Management
- Invoice Coding
- Common Space Reservations
- Guest Room Reservations
- Meals on Calendar
- Security Walkabout
- Maintenance Team

Commoners should take on one of the tasks that are physically demanding, or take specialized knowledge or skills, or two of the more routine tasks.

Tasks are rotated in the fall and spring. During job share rotation, this approach should be used:

1. Those community members that self-identify as having limitations should be given the first chance to fulfill job share tasks that fit their needs², *then*
2. Community members should be allowed to first fill the jobs that take a substantial amount of time weekly, are physically demanding, or take specialized knowledge or skills, *then*
3. The remainder of the job share positions should be filled. Each community member should sign up for 2 routine jobs.

There are many additional ways community members contribute to the beauty and fun of living here, including:

- Group exercise
- Neighborhood trash pick-up
- Movie nights
- Flower arranging
- Chimes
- Organizing the 'Great Decisions' series
- Meditation
- Activities and field trips
- Roof top gardeners
- Keeping our bird feeders going
- Managing the Col. Summers community garden plot
- Engaging in the co-housing community locally and nationally
- Happy hour gatherings
- Poetry reading, and
- Many more...

Updated Terms

² Community members that cannot be matched to a job share should work with the HOA Chair and other members of the PDX Commons community, as appropriate, to find alternative ways to be engaged in supporting our community

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Some common terms have been updated in this procedure: the term '*work group*' is replaced by subcommittees (some active, some '*as needed*'), the term '*task team*' is replaced by '*job share*'. When House Agreements and Procedures are updated, the updated terms will be substituted.

Attachment

Job Share Tasks - Fall 2023

	Task	Team Size
Physically Demanding Time Demanding Requires Specialized Knowledge or skills		
	Concrete Floor Mopping (1 st and 2 nd floor)	2
	Groundskeepers	6
	Trash Room and Recycling	4
	Accounting Oversight	1
	Invoice Coding ^{*3}	2
	Office Management *	2
	Maintenance Team *	5
Routine Work Share Jobs		
	Bathrooms (common bathrooms: 1 st floor guest room hall and 2 nd floor off Great Room)	2
	Elevator Steel Cleaning	1
	Flex Team	4
	Great Room Vacuuming	2
	Kitchen Clean Team	4
	First Floor North Corridor: Laundry Room, Bike Room, Tool Room, Janitor Closet	3
	First Floor South Corridor: Living Room/Library, Lobby, Mail Vestibule, Office, Morning Kitchen, Craft Exercise Room, Media Room	5
	Flower Bouquet Organizer	1

³ Jobs marked with * require daily checking

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	Volunteer coordinator (if continued...)	1
	Stairwell Vacuuming	2
	Walkway Sweeping	6
	Windows Glass Cleaning (front and back door)	1
	Security Walkabout*	4
	Procurement*	1
	Common Space Reservations*	2
	Guest Room Reservations*	2
	Meals on Calendar*	2