Alternative Break Leadership Board Application 2016-2017

Return applications to the Center for Civic Engagement (Lightsey 203) by April 4th at 3pm. You will be asked to sign up for an interview upon submission of your application.

Alternative Spring Leadership Board Position Description

Leadership Board (LB) members will be primarily responsible for supporting and guiding the Alternative Break program through training, outreach, and coordination of club logistics. 2016-17 will be a year of transition with Leadership Board members laying the groundwork for future boards to assume more responsibility in the implementation of the Alternative Break program.

Each Leadership Board member will be required to complete 5 office hours per week in the Center for Civic Engagement in addition to attending a weekly Leadership Board planning meeting.

In addition to the responsibilities specifically designated for each position, board members will be asked to periodically assist in the facilitation of training meetings, participant meetings, promotional events, etc.

Alternative Break Program Chair

- Serves in the traditional role of “president”, responsible for coordinating all traditional club related responsibilities (i.e. leads mission related conversations, manages AB Gmail and weekly Listserv emails, etc.)
- Serves in the traditional role of “treasurer”.
- Responsible for facilitating weekly Leadership Board meetings.
- Maintain consistent communication about individual projects.
- Serves as the primary liaison between board members and the Center for Civic Engagement.
- Meets weekly with the Assistant Director of CCE.
- Must be present for the first participant meeting of each AB trip to orient new members to the movement.
- The Program Chair is asked to forego leading an Alternative Break trip during the 2016-17 academic year due to possible concerns regarding time commitment.
Outreach & Development Coordinator
- Manages Alternative Break’s social media presence in accord with the Center for Civic Engagement’s social media presence.
- Fosters relationships with other student groups on campus, as well as the Charleston community.
- Responsible for advertising Participant and Site Leader Applications, as well as Alternative Break events, in collaboration with the CCE Marketing Fellow.
- Develops at least 2 program fundraisers each semester.
- Assists in the promotion of any site leader coordinated fundraisers.
- Holds title of “club treasurer” in support of the Program Coordinator.
- Responsible for scheduling and coordinating recruitment tabling and information sessions for each AB
- Responsible for planning and facilitating Return and Reflect events after Fall and Spring Alternative Breaks.

Site Leader Coordinator
- Serve as a liaison between Site Leaders and the Leadership Board
- Effectively communicate with co-participant coordinator
- Send weekly emails to Site Leaders to monitor progress in the planning process
- Hold at least one individual meeting with Site Leaders before the departure of their trips
- Responsible for reserving rooms for all site leader trainings and participant meetings
- Work with other LB members and fellow site leader coordinator to plan recruitment for next year’s Site Leaders, as well as the Site Leader Retreat for next fall
- Act as advisor for Spring Site Leaders

Participant Coordinator
Must have previous participant experience.
- Coordinates the participant selection process.
- Effectively communicate with co-participant coordinator
- Gathers and manages Alternative Break participant records (i.e. insurance, waivers etc.)
- Co-plan and co-facilitate participant meetings in fall and spring semester (approximately 5 meetings per semester between spring, fall, and weekend breaks).
- Responsible for maintaining communication between the Leadership Board and participants.
- Act as advisor for weekend Site Leaders

Responsibilities of ALL Leadership Board members
These can be delegated as needed.
- Attend first all-participant meeting and send-off meeting.
- Aid in fundraising and promotional efforts.
- Provide support for Site Leader Coordinators before, during, and/or after Site Leader trainings.
- Assist Outreach & Development Coordinator in planning Return & Reflect events.
- Assist site leaders with planning logistics and materials.
- Develop and update the Site Leader Manual.
- Reach out to classes, professors, and clubs about Alternative Break.
- Maintain updated records on CHEC Share Drive.
- Comply with CCE office standards.
Alternative Break Leadership Board Application Spring 2016

Return applications to the Center for Civic Engagement (Lightsey 203)

Full Name: ____________________________________________________________

As it appears on your passport/driver’s license

Class:  Sophomore    Junior    Senior    Graduate Student

Academic major: _______________________________________________________

Previous Alternative Break Trips: _________________________________________

Cell Number: ___________________   Email: _____________________________   Student ID #: ___________________

Dietary Restrictions: ___________________________________________________

Please explain any conflicts that would prevent you from filling a Leadership Board role for the duration of the 2015-16 academic year: ____________________________________________________________________________________________

Please attach a brief essay response to each of the following prompts:

1. Describe your previous experience with Alternative Break programs and your most meaningful AB memory.

2. What is your vision for the Alternative Break program in the 2015-16 and how would you work to achieve that vision through your role on the Leadership Board?

3. What strengths are you able to offer the Leadership Board and the program as a whole (provide examples)? What are some strengths/characteristics you would value in other Board members?

Leadership Board Position Ranking:
Please rank ONLY the positions in which you are interested (1 most interested, etc.).

___ Program Coordinator

___ Site Leader Coordinator

___ Participant Coordinator

___ Outreach & Development Coordinator