



Xavier Alternative Breaks Board Application 2011-2012

**All Applications due to the Dorothy Day Center for Faith and Justice (3rd Floor of GSC) by
5:00 p.m. on Tuesday, March 29th**

****Please remember to sign up for an interview when turning in your application****

Alternative Breaks' Mission

Xavier University's Alternative Breaks Club empowers and challenges all involved to understand his or her relationship with the global community through direct service, education, and reflection, while encouraging personal growth, social awareness, and active citizenship.

The Alternative Breaks Board as a WHOLE is responsible for:

- Organizing, selecting, and developing sites for spring and summer trips
- Planning and participating in fundraisers
- Selecting site leaders, participants, and faculty/staff members
- Training site leaders
- Hosting service days for participants
- Serving as a liaison between site leaders, participants, faculty/staff, and administration

The time commitment for Board members includes weekly meetings at the end of this semester as well as a **Mandatory Retreat on Sunday, April 17th, 2010 from 9am-3:30pm**, summer work selecting sites and planning fundraising (which can be done via email for some positions), a **Planning Retreat August 27th-28th**, weekly meetings throughout the 2011-2012 school year, attendance at **the Site Leader training retreat October 7th-8th**, and work outside of weekly meetings (which is necessary and varies by position).

Board members are also expected to attend a BreakAway ABCs national conference (travel and conference expenses covered by Alternative Breaks) during the summer. Tentative dates for this summer's ABCs are:
June 10th-17th, July 1st-8th, August 5th-12th

Available Board Positions for the 2011-2012 year:

- **Chair** (*Applicants for Chair must have served on AB Board during the 2010-2011 school year and must have attended or be able to attend BreakAway's National ABCs*)
- **Site Coordinators (7)**
- **Fundraising Chairs (2)**
- **Financial Chair (1)**
- **Special Events Chair (1)**
- **Communications Chair (1)**

See attached pages for detailed Board position descriptions.

Call or email Kira Hinkle with any questions at 513-237-2440 or hinklek@xavier.edu

RETURN THIS PAGE WITH YOUR TYPED ESSAY RESPONSES AND A COPY OF YOUR RESUME

Name: _____

Email: _____

Phone: _____

Local address: _____

Class standing for 2010 -2011 academic year: _____

Past Alternative Breaks Experience: _____

Which Board positions are you interested in filling? Please list any and all positions which you would be excited to fill.

In what capacity are you available (frequent email contact or proximity to Cincinnati) to work on AB during the summer?

What other commitments have you made and do you plan to make for the 2011-2012 school year?

Please list a faculty or staff personal reference:

Name: _____ Position: _____

Email: _____ Phone: _____

Please type your answers to the following questions on a separate piece of paper.

1. What about the AB process would you like to improve and how?
2. Which Board positions interest you the most and why? Please include the strengths you would bring to these positions and any challenges you foresee.
3. The ability to communicate well with a variety of people and in a variety of environments is crucial to success as a board member. Explain how and why you possess these abilities citing specific examples from your past experiences.

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Alternative Breaks
2011-2012 Board Position Descriptions

Chair (1)

- Serve as liaison between administration and Board members
- Serve as contact between Xavier AB and BreakAway
- Coordinate process of Board members attending BreakAway ABCs
- Ensure all Board members are doing respective responsibilities, meeting deadlines, and keeping appropriate records
- Ensure communication among Board throughout summer and school year
- Facilitate creation and tracking of goals
- Weekly check-in meetings with Advisor
- Create and monitor AB budget with Financial Chair and Advisor
- Facilitate weekly Board meetings
- Conduct evaluations of events, selection processes, and trainings
- Keep and update AB calendar for Board
- Plan and facilitate Board retreat in August
- Plan and facilitate New Board/Old Board retreat in April
- Plan and participate in recruitment of faculty/staff participants
- Serve as Board contact for faculty/staff participants
- Keep records of all participants, budget information, and yearly data
- Complete AB mid-year and end of year reports to be submitted to Peace and Justice Programs and SGA
- Attend important meetings with Student Government Association and with university personnel/ departments (e.g. Risk Management, Human Resources, Financial Administration)
- Assist in participant selection
- Coordinate Jesuit Volunteer Corps and Alternative Breaks partnership
- Assist Board members with projects whenever necessary

Site Coordinators (7)

- Responsible for planning 3-4 trips and working with 6-8 site leaders
- Meet, communicate, and work with other Site Coordinators
- Arrange site logistics of issue, location, agency, site deposits and payments, housing, food, and transportation
- Research possible new sites and issues during the summer
- Create estimated budgets for trips (with Financial Chair)
- Assist in interviewing, selecting, and pairing site leaders
- Assist site leaders in developing and maintaining trip logistics and schedule – transfer Site Binders at October Retreat
- Provide leadership training to site leaders in regards to components of AB and small group facilitation
- Communication with Site Leaders
 - Hold weekly meetings with site leaders (option of combining meeting with SC partner)
 - Communicate AB policies, expectations, and components
 - Ensure that site leaders communicate with sites, meet deadlines, and communicate necessary information to groups
- Update BreakAway's site bank
- Keep records for all AB trips
- Work closely with Financial Chair and Advisor in purchasing transportation and reservations
- Purchase all necessary pre break supplies for site leaders
- Three committees of two or three Site Coordinators each will oversee and plan one of the following areas. However, all Site Coordinators will participate in them.

1. Coordination of Site Leader selection process (creating the application, scheduling and conducting interviews, pairing and notification process). Coordination of Site Leader "Day Away" training on campus in January (reserving the venue and planning the program). This pair will also be in charge of creating and distributing weekly ABBA newsletter.
2. Coordination of the overnight training in October (reservations, planning the program and training, creation/ modification of site leader binders). One person will also be in charge of the Mystery trip planning, with the other acting as a confidant and partner.
3. One person from the team will be responsible for coordinating weekly meetings of all Site Coordinators to ensure consistency. This team will also be responsible for arranging local van rental logistics, plane ticket purchasing, and the airport pick-up/ drop-off schedule in the spring. Collect and organize all participants' Medical, Assumption of Risk, and Agreement forms. Meet with Risk Management to plan and coordinate van training and insurance process.

Fundraising Chairs (2)

- Brainstorm, research and provide fundraising opportunities for Alternative Breaks to reach estimated budget
- Maintain information and records on all fundraising projects
- Regularly meet with Financial Chair to keep records and budget up-to-date
- Track fundraising rewards point system
- Research available grants through University Relations and write grant proposals
- Organize large group and Board fundraisers (Max&Erma's, Flying Pig, Reggae Run)
- Run the Adopt-A-Breaker fundraiser – with the help of the XU Development Office
- Coordinate small group fundraisers with Site Leaders, completing paperwork and providing training when necessary
- Train all Board members and site leaders to work concession stands (US Bank, Paul Brown, Cintas)
- Keep records of all fundraising including: large group fundraising, participant fundraising, and small group fundraising.
- Set fundraising goals for trip categories and update Site Leaders regularly
- Promote and publicize fundraising opportunities (to Site Leaders especially)
- Give weekly updates to Board on upcoming events and fundraising progress
- Assist in participant selection

Financial Chair (1)

- Create and update AB budget (with Chair and Advisor)
- Provide official monthly budget reports to Board, Advisor, and directors of P&J and Mission and Ministry including: money raised (where and how), money spent (where and how), estimated budget, and whether or not AB is on track to reach financial expenses
- Maintain financial records for all Alternative Breaks trips
- Work closely with Comptroller's Office and Advisor to complete all check requests, travel advances, reimbursements, and other necessary paperwork
- Work with all Board members to track and account for incoming and outgoing funds
- Ensure that all sites receive payments (with Site Coordinators)
- Coordinate a secure policy and method for participants to hand in payments
- Receive and document all Alternative Breaks personal payments from participants
- Regularly meet with Fundraising Chairs to record all money fundraised and donations received
- Work closely with Site Coordinators and Advisor when planning travel arrangements
- Assist in participant selection
- Communicate and update Board on:
 - Financial procedures and policies
 - Participant Payment Status

Public Relations – Communication Chair (1)

- Take down and submit meeting minutes (if necessary)
- Maintain and update Alternative Breaks website
- Create and launch online evaluations and compile results
- Maintain alumni list and communication with Alumni Office
- Publicize and advertise all aspects of Board, Site Leader, and Participant application process
- Work with Special Events Chair to plan Participant Information Sessions
- Participant Applications (printing, copying)
- Coordinate participant application rubric and compile rankings for selection
- Coordinate participant notification process (acceptance, alternate, denied)
- Replace participants who drop off trips and notify alternates
- Create and update a Participant Database
- Create and implement new and creative forms of advertizing for all AB events
- Work closely with Special Events Chair to publicize events and acquire donations
- Assist the Special Events Chair in planning the Silent Auction
- Coordinate the purchase and distribution of AB T-shirts
- Contact Cincinnati media, Newswire, Muskie TV, and XU Public Relations concerning trips and special events

Public Relations – Special Events Chair (1)

- Organize information sessions for Board, Site Leaders, faculty/staff, and participants (with Communication Chair)
- Plan and Organize Silent Auction Fundraiser, working closely with Fundraising and Communication Chairs
- Plan and organize Board dinner with Fr. Graham
- Plan and organize Spring and Summer Break Kick-Off Parties
- Plan and organize AB Information Fair
- Plan and organize post break AB Community Dinner with Dorothy Day Center for Faith and Justice
- Work closely with Communication Chair to publicize events and contact local agencies and acquire donations
- Assist in participant selection