Alternative Breaks Board Position Descriptions
2016-2017

Site Coordinators (7) Site Coordinators plan 3-4 trips (securing housing, partner organizations for service and education, payments for these elements, etc.) and serve as liaisons from the Board to Site Leaders. Site Coordinators meet weekly with 6-8 Site Leaders to share relevant logistical information and facilitate leadership development in their peers. Responsibilities of ALL Site Coordinators are as follows:

- 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 and high quality 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
- Update Site Leader Manual and Trip Binders with current AB and issue-based information
- 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
  - Communicate AB policies, expectations, and components
  - Ensure that site leaders communicate with sites, meet deadlines, and communicate necessary information to groups
- Utilize information from the BreakAway website including the site bank
- Keep records for all AB trips assigned to you
- Work closely with Financial Chair and Advisor to secure group housing, education, and service opportunities
- Purchase all necessary pre-break supplies for site leaders

In addition to the overall Site Coordinator responsibilities, each Site Coordinator is responsible for one of the additional roles on the Alternative Breaks Board:

Retreat Site Coordinator (1) The Retreat SC takes the lead planning, delegating tasks, and running the overnight Site Leader Retreat as well as the Participant and Site Leader Days-Away. If you are passionate about getting ALL AB-ers to know and love our mission, this might be a fit for you!

**Responsibilities:**
- Coordination of the overnight Site Leader Retreat in October including reservations, planning the program and training
- Coordination of Participant “Day Away” on campus in November including reservations, planning the program and training
- Coordination of Site Leader “Day Away” training provided by BreakAway on campus in January including reserving the venue and planning the program

Reorientation Site Coordinator (1) The Reorientation SC focuses on implementing more resources and opportunities for reorientation, encouraging groups to continue meeting after the spring trips, collaborating with other campus clubs/organizations and hosting events for Reorientation, including the annual Reorientation Banquet. If you love thinking about integrating AB into your daily life and how to make AB a year-long educational process that doesn’t stop when the trip ends, this could be for you!

**Responsibilities:**
- Maintain and update a site bank of service sites around Cincinnati to be used for Reorientation
- Work with each Site Coordinator to create a Reorientation plan for each trip
- Help plan the Reorientation Banquet
- Collaborating with other on-campus organizations to host educational events for returning participants
- Brainstorm ways the reorientation process can improve and implement strategies to strengthen reorientation for all AB participants
Education Site Coordinator (1) The Education SC is responsible for working with other Site Coordinators to craft thoughtful and current education plans for all trips, and brings the importance of education to large group events. If you care about diving deep into justice issues and love to think creatively about how to share important information this could be the position for you!

Responsibilities:
- Work closely with Site Coordinators to create an education plan for all trips
- Work closely with Retreat site coordinator to construct content for SL retreat
- Work with Special Events Chair to coordinate educational events about a variety of topics throughout the year
- Work with Site Coordinators and Site Leaders to plan pre and post trip service
- Plan two Board service dates focused around an issue not being focused on by a trip
- Provide education for board for this service and lead reflection after day of service
- Work with the Development Chair to involve alumni in service opportunities
- Required to attend a one week long summer training by Break Away (varied dates)

Travel Site Coordinators (2) The Travel SCs make sure everyone gets where they need to be – booking rental vans and working with our travel agency to book flights. These two also organize group departures from and arrivals to Xavier. If you enjoy interacting professionally with XUAB partners and solving logic puzzles this could be where you belong!

Responsibilities:
- Research various travel agencies and van rental companies to determine most effective partners
- Make and monitor all flight reservations for all trips including as participants drop and add
- Arrange local van rentals, on-location rentals, logistics, and the departure and arrival schedules for all trips
- Create the AB CD

Risk Management Site Coordinators (2) The Risk Management SCs keep everyone safe and make sure AB is in line with Xavier’s policies – ensuring AB’s ongoing and future success. These two prepare and collect waivers and appropriate forms from all participants, and work with many offices on Xavier’s campus including Risk Management, XU Police, and the Center for International Education. If you are highly organized and enjoy learning the ins-and-outs of Xavier this is a great option for you.

Responsibilities:
- Responsible for gathering the appropriate forms for Site Leader Retreat in October and Board Retreat in August/September
- Responsible for formation, dispersal, collection and organization of the appropriate forms for all participants’ Medical, Assumption of Risk, and Agreement Forms for Alternative Breaks Trips
- Work with McGrath Health and Wellness Center to facilitate a physician appointment schedule for those trips in need of physicals
- Meet with Risk Management to plan and coordinate van training, insurance, and waiver process
- Responsible for working with the Center for Faith and Justice to create a CD including all scanned forms for Campus Police and the Center for Faith and Justice
- Work with Center for International Education and the Education Abroad Advisory Committee to meet requirements for AB’s international trips.

Internal Controls makes sure that AB continues its long legacy of successful student leadership. IC is responsible for managing the organization responsibly and sustainably, and creating a sense of an Alternative Breaks community on Xavier’s campus.

Fundraising Chair (1) The Fundraising Chair is responsible for managing AB’s fundraising for the year: facilitating the Adopt-a-Breaker process, working with local businesses, and tracking fundraising and points goals of individual trips. AB fundraises over 50% of our budget in order to ensure that this program is affordable and accessible to all students. If you like working with numbers and can enjoy some time in excel, this could be a great place for you.
Responsibilities:
- Brainstorm, research, and provide fundraising opportunities for Alternative Breaks to reach estimated budget
- Maintain the Adopt-A-Breaker and Alumni Adopt-a-Breaker program
- Assist in Participant Selection
- Work with Chair and the Financial Chair to set fundraising goals and outline points systems (and rewards)
- Track fundraising rewards point system
- Organize large group and Board fundraisers (Currito, Orangeleaf, Cintas, Chipotle)
- Plan and organize the fall semester fundraiser (Challenge Week)
- Coordinate small group fundraisers with Site Leaders, completing paperwork and providing training when necessary
- Work with Student Involvement Office to make sure all large and small group fundraisers meet Xavier’s rules and regulations
- Meet regularly with Chair and financial chair to appropriately forecast finances and make the budget more sustainable

Financial Chair (1) The Financial Chair co-creates AB’s Budget (with the Chair) and manages AB spending and income throughout the year. This chair works with XU’s controller to assure AB’s bills are paid, tracks participant payments, and co-creates individual trip budgets with each SC. If you are ready to put your finance skills to work in the real world - and really enjoy excel - this could be the position for you!

Responsibilities:
- Create and update AB budget (with Chair and Advisor)
- Provide weekly budget reports to the Board and Advisor 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 including the master budget
- 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 including overdue and special circumstances
- Work closely with Site Coordinators and Advisor when planning travel arrangements
- Communicate and update Board on:
  - Financial procedures and policies
  - Participant Payment Status
  - Payment dates
- Meet regularly with Chair and Fundraising Chair to appropriately forecast finances and make the budget more sustainable

Membership Chair (1) The Membership Chair organizes and facilitates the Site Leader and Participant application processes, manages the placement of alternates throughout the year, and works with the Alumni office to coordinate AB Alumni outreach. Additionally, the Membership Chair helps run the evaluation and internal processes all year. If you are passionate about thinking about the big picture of all AB participants – where we are and where we could be better – membership might be your place.

Responsibilities:
- Create and launch online evaluations and compile results (Pre and Post Trip)
- Publicize and advertise all aspects of Board, Site Leader, and Participant application process
- Work with Special Events Chair to plan Participant Information Sessions
- Updating, publishing and managing online Site Leader and Participant Applications
- Facilitate participant selection and placement – this includes:
  - Coordination of participant application rubric and compiling rankings for initial selection
  - Coordination of participant notification process (acceptance, alternate, denied)
- Ongoing selection of participants from the alternate list to fill vacancies from participant drops
- Ensure alternates are provided with a welcome packet and checklist so that they can catch up to speed quickly and easily
- Create and update the Participant Database on regular basis
- Work closely with Alumni Relations to initiate and facilitate all alumni outreach to past AB participants
- Assist the Special Events Chair in planning AB Week
- Coordinate the design, purchase and distribution of AB T-shirts
- Create all PR materials that can be used as informational and recruitment tools
- Create AB Photo Scavenger Hunt
- Work with Special Events and Education/Service Chairs to help create a sense of an Alternative Breaks community on Xavier’s campus

**Special Events/PR Chair (1)** The Special Events/PR Chair facilitates the planning of the many AB events for Board, Site Leaders, and Participants including Kick-Off and Send-Off events, Week of Welcome and Club Day, and Board’s dinner with Fr. Graham. Additionally, this person spearheads promo and PR for all of these events and any other AB activities. If you love to plan a day from start to finish, seeking (food!) donations for ABers, and can bring excitement to groups of up to 200 people this might be the best fit for you!

**Responsibilities:**
- Organize information sessions for Board, Site Leaders, faculty/staff, and participants
- Plan and organize Board dinner with Fr. Graham
- Plan and organize Spring and Summer Break Kick-Off/ Send-Off Events, Week of Welcome and Club Day
- Plan and Organize “Alternative Breaks Week”/Challenge Week on February
- Plan and organize pre and post-break AB Community Night Dinners with Dorothy Day Center for Faith and Justice
- Work closely with Membership Chair to publicize events and contact local agencies and acquire donations
- Contact Cincinnati media, Newswire, XU Communications, and XU Public Relations concerning trips and special events
- Maintain Alternative Breaks’ website, email, OrgSync, Facebook, Storify, Instagram, and Twitter accounts on an ongoing basis
- Create and plans other events as determined by the Alternative Breaks Board
- Work with Education/Service and Membership Chairs to help create a sense of an Alternative Breaks community on Xavier’s campus