Alternative Breaks Board Position Descriptions
2018-2019

All Board Members aid in the selection and development of sites for spring and fall trips, select and train site leaders and participants, and plan and participate in fundraisers and other Alternative Breaks events. This is an internship-like leadership experience that takes a good deal of time and effort, but offers infinite learning and an incredible pay off when the experiences of AB come together. There are two types of Board positions: Site Coordinators and Internal Controls positions.

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:

- Plan 3-4 trips and work with 6-8 site leaders
- 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
- Update Site Leader Manual and Trip Binders with current AB and issue-related information
- Create or update trip-specific education plans with educational resources for Site Leaders to use in their groups’ preparation for the trip
- Communicate regularly with Site Leaders
  - Hold weekly meetings with Site Leaders
  - Share AB policies, expectations, and components as well as trip logistics and schedule
  - Ensure that Site Leaders communicate with sites, meet deadlines, and communicate necessary information to groups
  - Train site leaders in small group facilitation
- Utilize information from the BreakAway website including the site bank
- Keep records for all AB trips assigned to you
- Commit to three meeting per week – meeting with AB Board, meeting with Site Leaders, and meeting with your trip group

In addition to the overall Site Coordinator responsibilities, each Site Coordinator is responsible for one of these roles:

Leadership Development SC (1) The Leadership Development SC focuses on the growth of our Site Leaders, takes the lead planning, delegating tasks, and running the overnight Site Leader Retreat and the spring BreakAway Site Leader training. If you are passionate about getting AB Site Leaders to the next step in their active citizen journey, 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 Site Leader training provided by BreakAway on campus in January including reserving the venue and planning the program
- Creation of agendas for Site Coordinator Meetings (with the assistance of other Board Members)
- Commitment to strengthening and deepening the leadership within the program – strong Site Leaders are the backbone of a strong AB program!
Local Community Engagement SC (1) The Local Community Engagement SC focuses on implementing more resources and opportunities for pre- and post-trip community engagement, 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 the community around you, and how to make AB a year-long 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 community engagement
- Work with each Site Coordinator to create a pre- and post-trip engagement plan for each trip
- Help plan the Reorientation Banquet
- Collaborate with other on-campus organizations to host educational events for participants throughout the year
- Brainstorm ways the reorientation process can improve and implement strategies to strengthen reorientation for all AB participants

Education and Reflection SC (1) The Education SC is responsible for working with other Site Coordinators to craft thoughtful and current education and reflection plans for all trips, and brings the importance of education and reflection 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 or update education plan for all trips
- Work closely with the Leadership Development SC to build understanding of the importance of reflection and education in meetings and throughout the trip through specific training on Site Leader retreats and weekly SC Meeting agendas
- Evaluate levels of pre-trip education each trip group has completed and provide resources if trips are struggling
- Work with SCs to help them prepare Site Leaders for on-trip reflections by providing sample reflection activities and frameworks

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 have strong organizational skills and enjoy interacting professionally with XUAB partners and solving logic puzzles this could be where you belong!

Responsibilities:
- Make and monitor all flight reservations for all trips including as participants drop and add
- Arrange local van rentals, airport van rentals, travel logistics, and the departure and arrival schedules for all trips
- Effectively communicate travel plans with Board and Site Leaders

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:
- Gather the appropriate forms for Site Leader Retreat in October and Board Retreat in August/September
- Create, disperse, collect, and organize the appropriate forms for all participants’ Medical, Assumption of Risk, and Agreement Forms for Alternative Breaks Trips through OrgSync
- 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.
- Create and organize emergency and first aid kits for every trip to provide to Site Leaders
**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 goals of individual trips. AB fundraises over 60% 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 and SL 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 (Cintas, Currito, Chipotle, Volleyball tournament, etc.)
- Coordinate small group fundraisers with Site Leaders, completing (Student Involvement) paperwork and providing training when necessary
- Meet regularly with Chair and financial chair to appropriately forecast finances and make the budget more sustainable
- Facilitate AB’s involvement in the annual March Gladness giving campaign
- Communicate real-time fundraising numbers to Site Leaders

**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 staff in the CFJ, OSI, and the Controller’s office to assure AB’s bills are paid. The Financial Chair also tracks participant payments, and co-creates individual trip budgets with each Site Coordinator. 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:**
- Understand how the university and AB partner organizations (e.g. nonprofits) pay and receive payments for programming
- Create and update AB budget (with Chair and Advisor)
- Provide monthly 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 Katie Minning 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
- Manage the travel advance and purchasing-card process for Site Leaders prior to trip
Membership Chair (1) The Membership Chair organizes and facilitates the Site Leader and Participant application processes and manages the placement of alternates throughout the year. Additionally, the Membership Chair helps run the evaluation and internal processes and maintains AB’s social media presence throughout the 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 surveys)
- Publicize Board, Site Leader, and Participant application processes
- Work with Special Events Chair to increase recruitment efforts and events (e.g. plan Participant Information Sessions, create PR materials and AB “swag” for Week of Welcome and Club Day)
- Update, publish and manage online Site Leader and Participant Applications (spring and fall)
- 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
  - Ongoing selection of participants from the alternate list to fill vacancies from participant drops
  - Creation and upkeep of the Participant Database
- Assist the Special Events Chair in planning AB Week and other program-wide events
- Coordinate the design, purchase, and distribution of AB t-shirts
- Maintain AB’s website, email, OrgSync, Facebook, twitter, and Instagram accounts especially to
  - Aid in communicating about fundraisers
  - Assist with participant/site leader communication problems
- 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
- Collaborate with and support other CFJ programs during recruitment and with events
- Manage AB Pep Squad (this is still evolving but could include: monthly meetings, leading Pep Squad members to support AB events and programming, imagining new ways to utilize their skills and energy!)

Special Events Chair (1) The Special Events 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. If you love planning a day from start to finish, engaging new Abers, seeking (food!) donations, 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 Board dinner with Fr. Graham
- Organize Fall and Spring Break Kick-Off and Send-Off Events
- Plan and organize staffing of Fall and Winter Week of Welcome and Club Day tabling, and other tabling throughout the year
- Plan and Organize “Alternative Breaks Week” in February (usually 2-3 weeks before spring break)
- Work closely with Membership Chair to publicize events
- Assist Membership Chair with the involvement of Pep Squad in events and recruitment efforts
- Work with Fundraising Chair to organize large group fundraising events (e.g. Volleyball tournament)
- Create and plans other events as determined by the Alternative Breaks Board
- Help to create a sense of an Alternative Breaks community on Xavier’s campus