



You're invited...

to join a team of
fighters idealists

movers

mobilizers

thinkers

visionaries

believers

story tellers

shakers

problem solvers activists

dreamers

students

realists

protestors





Phillips Brooks House Association Officers 2012



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Overview

Opportunities

PBHA Officers get a crash course in the basic tools that it takes to run a 501(c)3 nonprofit organization.

PBHA Officers get real experiences in a student-led community organization with the regular mentorship of professional staff. Officers gain skills that enable them to start nonprofits, run schools, travel as journalists, work in banking and finance, or enter graduate school.

PBHA Officers spearhead initiatives and collaborate with other organizations. They work with a variety of PBHA programs and learn more about Boston and Cambridge.

Responsibilities

PBHA Officers manage the daily affairs and long-term vision of the organization. Weekly Officers and subcommittee meetings discuss operations and assess goals.

PBHA Officers act as liaisons between the programs and the rest of PBHA.

- Support programs in logistics (driving, training, etc.) and long-term planning (budgeting, community assets, etc.).
- Get feedback from programs and report to the rest of the organization.

PBHA Officers envision, publicize, set up, wrap up, and debrief PBHA-wide events – Cabinet meetings and retreats, fundraising efforts, outreach events, alumni reunions, etc.

PBHA Officers are encouraged to participate in summer activities and programs. PBHA Officers support each other in their goals and duties and act as a team to make PBHA run

Get Involved

Talk to Current Officers: Visit www.pbha.org/about/officers for contact information

Nominate: Visit www.pbha.org/elections to declare your candidacy or suggest other PBHAers.

Position Papers: Submit to pbhaelections@gmail.com by October 30th for first slate positions and November 27th for second slate.

First Slate Elections: 6:30PM, November 2nd in the Phillips Brooks House Parlor Room

Second Slate Elections: 6:30PM, November 30th in the Phillips Brooks House Parlor Room



PBHA Officer Election Procedures 2011

Election Dates

First Slate Elections

Actual Date of Election: November 2, 2011 (6:30PM, dinner at 6 PM)

Nominations Open: Ongoing beginning October 12, 2011

Position Papers Due: October 30th at 8:00 PM

Position Papers Distributed to Cabinet: October 31st

Contestation Closes: November 3, 2011 (6:30 PM)

Second Slate Elections

Actual Date of Election: November 30, 2011 (6:30PM, dinner at 6 PM)

Nominations Open: Ongoing beginning November 9, 2011

Position Papers Due: November 27th at 8:00PM

Position Papers Distributed to Cabinet: November 28th

Contestation Closes: December 1, 2011 (6:30 PM)

Election Preparations

Nominations

Nominations may be submitted to pbhaelections@gmail.com or to the board in the PBHA conference room. Nominations will be accepted up until the moment that election for that position begins.

Position Papers

Any candidate accepting their nomination may submit nomination papers by October 30th for first slate and November 27th for second slate for distribution to Cabinet via email.

Any candidate who does not meet this deadline, may submit a position paper to elections committee up to 1 hour before elections for the committee to copy and distribute at elections. Position papers will not be accepted by elections committee after this time nor are they allowed to be distributed by any candidates.



Position papers will be distributed by e-mail to Cabinet by October 31st for first slate and November 28th for second slate and in paper copy on the night of elections.

Campaigning

Any financial expenses for campaigning shall be grounds for elections committee to disqualify the candidate.

The Cabinet shall have the power to enact additional campaigning rules as it deems necessary and the elections committee shall have the power to enforce such restrictions as appropriate which may include disqualification.

Election Committee Process

Appointment

Any member of the Election Committee may be appealed by any member of Cabinet up until 6:30PM on October 26th to Acting Executive Director Maria Dominguez-Gray.

Bias

Election Committee members may not support any candidate for election.

Committee members may not participate in deliberations, but will answer objective questions when posed directly to them.

Committee members may not ask questions except for the first question to the candidate running for their officer position.

Election Procedures

Election Order

Elections will run in the following order for first slate:

- President
- Vice President
- Treasurer
- Secretary
- Programming Co-Chairs
- Resource Development Co-Chairs
- Student Development Chair
- SUP PGO
- Public Relations Officer
- Alumni and History Coordinator
- Events Fundraiser



Second slate officer positions are subject to change, but are tentatively provided below:

- Community Organizing Chair
- Assessment and Evaluation Chair
- Adult Services Programming Group Officer
- Advocacy and Housing Programming Group Officer
- Afterschool Programming Group Officer
- Mentoring Programming Group Officer
- Vehicles and Spaces Coordinator

Debate and Discussion

- Each candidate is allowed a short speech (5 minutes for President and Vice President, 3 minutes for other officer positions). Order of speeches will be determined randomly. Other candidates must exit the room during each speech.
- Following speeches for the positions of President and Vice President, there will be a mandated 15 minute period of questioning for all of the candidates together. In the cases of all other officer positions, a motion will need to be entertained for questioning time. Questions may be directed to some or all of the candidates. If a question is addressed to all of the candidates, candidate order will be rotated such that each candidate has the opportunity to respond first. Time may be extended by increments up to a total of 30 minutes. Each candidate has 1 minute to respond.
- After questioning, Cabinet may motion to move to deliberations. Deliberations must take place without any candidates present.

Voter Eligibility

- The voting members of Cabinet shall consist of the directors or representatives designated by each program through the RSVP process and the Officers of the Corporation.
- There can be no vote by proxy for Officers Elections; therefore, Directors or the designated program representative must be present at the meeting to vote.

Instant Run-off Voting Procedures

- Voters enter candidates in order of preference. Omission of a candidate indicates a vote of no confidence.

Ballot Collection

- Each Cabinet member will receive one packet of ballots with the appropriate weight.
- Each Cabinet member will submit one complete ballot to the appropriate programming group folder. Their name and number of votes will be confirmed to ensure that double voting does not occur and that each vote is accounted for.



Vote Counting

- A majority of votes is required to win
- Round one: ballots shall be collected and sorted into piles by first-ranked candidate. Each pile will be tallied. If a position is filled by a majority in the first round, tallying stops. Otherwise, tallying moves to the second round
- Round two: the candidate with the fewest votes in the first round is removed from contention and those ballots are redistributed to their second-choice candidate. The results are then re-tallied. This process may be repeated until a candidate obtains the majority of votes.
- In the case of election for multiple open positions (e.g. PCs or RDCs), first and second ranked-candidates will each receive a vote.
- If the vote margin is less than or equal to 5 votes, the election committee chair will automatically call for a re-count. The chair may also call for a re-count at his or her own discretion.
- Vote counts will never be released.

Contestation/Recounting

Recounting:

- Each candidate has the right to demand a recount before election results are announced.
- Following announcement of the winners, any Cabinet member may call for a re-count up until the moment that nomination for the subsequent position closes. At this point ballots will be destroyed.

Contestation:

- Any candidate or Cabinet member may contest the election within 24 hours of the scheduled start time of the elections (until 6:30PM November 3rd for first slate and 6:30PM December 1st for second slate) if he or she believes that bylaws were not followed.
- Claims must be submitted in writing to all members of the Election Committee.
- Election Committee has 24 hours following submission of the claim to review and decide whether to dismiss the claim or determine the election results invalid.
- If the committee determines that election results were invalid, they will be responsible for organizing a new meeting of Cabinet to hold elections.



Position Paper Example

Karla Reyes

Running for Community Organizing Chair 2009-2010
Concentration: Sociology with a Secondary in Hispanic Studies
House: Mather c/o 2011
Interests: New Jersey and *mi gente**

Service and Advocacy Experience:

Keylatch Afterschool Program: volunteer, assistant director, director January 2008-present

Keylatch Summer Program: director, January 2009-present

Leaders! Mentor: October 2009-present

Crimson Summer Academy Mentor: March 2008-May 2009

William Monroe Trotter Scholar Program Mentor: February 2009-May 2009

Reflection Corps: November 2008-present

My Vision:

I think it is extremely important for there to be a variety of voices represented in Officers. I believe that the Officers need to represent the diversity of thought among Cabinet as well as those of the people we serve. These same people are my catalyst--they are the reason why I am here, why this seemingly endless goal of seeking to improve the social well being of my people has become my life. I believe that PBHA needs to take deliberate steps towards not only helping others but also representing their interests and joining forces with them so that their problems become our problems. This is what community means to me.

Goals:

- Help build a culture of community consciousness and involvement in PBHA
- Encourage the creation of Community Advisory Boards for community-based programs and programs not yet tied to their community.
- Provide support with the Programming Chairs to the 5 Community Advisory Boards recently started in PBHA
- Participate in the creation of PBHA-wide trainings with the Student Development Chair that bring to greater consciousness the community aspect of our work
- Facilitate community mapping for all our programs
- Ease the communication between programs of best-practice sharing such as holding "Town Halls"
- Work closely with the Director of Programs to get lists of meetings, community events, and resource lists to provide to directors
- Structure avenues for programs to get involved in advocacy efforts in their respective communities
- Form a Youth Advisory Board composed of youth actively involved in PBHA programs and from the communities served
- Plan an amazing Community Cabinet!!!

PBHA's Mission Statement (from the website):

The Phillips Brooks House Association strives for *social justice*. As a student-run organization, we draw upon the *creative initiative* of students and community members to foster *collaboration* that *empowers* individuals and *communities*. Through social service and social *action*, PBHA endeavors to meet community needs and promote social *awareness* and community *involvement* at Harvard and beyond.

**The highlighted words are important to me--they all require actively doing something towards change.

* "I do what I love for the *cultura* that I love"--La Bruja, spoken word poet, Latin hip hop artist, and activist for the self-expression of youth.



Officers of the Association 2012 Descriptions

***** It is required that all newly elected Officers return to campus the week of January 15-21, 2012 for non-profit management training *****

PRESIDENT (Trustee)

The President maintains "general charge and supervision of the affairs of the Corporation."

- In collaboration with the Executive Vice President, delineate roles and assume specific responsibilities for the management of the corporation based on skills and experience.
- Chair and Plan Board of Trustees, Officers Committee, Executive Committee, and Cabinet.
- Sit on the Board of Trustees Finance Committee.
- In collaboration with the Executive Vice President, ensure that at least one person sits on the Resource Committee, Programming Committee, and Program Leadership.
- Maintain PBHA's relationship with external groups: the University, alumni, other student groups, community leaders, etc.
- Facilitate and prioritize long-term planning for the Association.
- Keep abreast of overall PBHA financial issues and be able to report on them to stakeholders.
- Keep abreast of major programmatic issues with an eye towards long-term goals and vision.
- Coordinate and support Officers in their roles with the Executive Vice President.
- Represent PBHA at official functions such as conferences, fundraising events, etc. (including SUP auction in April, alumni reunion events in the summer and fall)
- Oversee annual evaluation of Executive Director and work with him/her on staff structure and performance.
- Work with Executive Director, Deputy Director, and Executive Vice President on management of the organization. Meet weekly at management meetings.
- Set annual calendar of events at the beginning of January.
- **The President is only open to current and former Cabinet members.**
- **The President MUST commit to working on full-time SUPport for the summer.**
- **The President MUST commit to working on programming during part of Winter Break.**

VICE PRESIDENT (Trustee)

- The Executive Vice President works closely with the President on the overall leadership of the Association.



- In collaboration with the President, delineate roles and assume specific responsibilities for the management of the corporation based on skills and experience.
- Work with the President in planning Board of Trustees, Officer Committee, Executive Committee, and Cabinet meetings.
- Facilitate and prioritize long-term planning for the Association with the President.
- Remain up to date on the overall PBHA financial situation.
- Remain up to date on the current programming of the association and facilitate long term planning with the President and Programming Co-Chairs.
- Monitor the progress of the Organizations' strategic goals.
- In collaboration with the President, coordinate and support officers in their roles.
- Sit on Management.
- Sit on Finance Committee and Executive Committee of the Board of Trustees.
- In collaboration with the President ensure that at least one individual sits on the Resource Committee, Programming Committee, and Program Leadership.
- Recruit, hire, and supervise temporary work-study students to help the Officers' committee with its priorities (for example, a Day of Service Coordinator, Technology Coordinator) when necessary.
- Coordinate special events, including but not limited to the Public Service Celebration and Freshmen "Through the Gates" Service Trips with other relevant Officers.
- Ensure that technology and infrastructure concerns are addressed and needs are carried out.
- Ensure that all governing documents are kept up to date.
- The Executive Vice President shall have and may exercise all the powers and duties of the President at the request of the President or if the President resigns, is removed, or becomes disqualified, in which case the Executive Vice President shall serve as the acting President until a new President is elected by Cabinet.
- **The Executive Vice President is open only to current and former Cabinet members.**
- **The Executive Vice President is HIGHLY encouraged to work for full-time SUPport for the summer.**
- **The Executive Vice President MUST commit to being around for part of Winter Break.**

TREASURER (Trustee)

The Treasurer is the chief financial Officer of the Association.

- Prepare Association budget each fiscal year (and monitor/amend accordingly).
- Chair Financial Committee of Board of Trustees and Investment Advisory Sub-Committee of the Finance Committee.
- Inform Officers/staff/program directors of Association financial policy and suggest revisions to this policy as needed.
- Prepare financial reports for the Board of Trustees at time intervals dictated by current Association policy.
- Conduct budget trainings for program directors (and communicate content to DoPs).
 - Typically done during required Fall and Spring PMCs for term-time directors and during the SUP PMC for summer directors.
- Provide updated term-time and summer financial handbooks for directors.



- Manage finances.
 - Assist term and summer programs in creating budgets each fiscal year.
 - Meet with new, expanding, struggling, and large-budget programs to assist with budgeting troubleshooting (meet with SUP programs at least three times).
 - Ensure all programs have ready access to information regarding the status of their accounts.
 - Regularly monitor spending in all areas of Association and freeze accounts if necessary.
 - Ensure bank accounts reflect Association's cash management policies.
 - Deal with financial interaction with Harvard.
 - Oversee disbursements (particularly reimbursement vouchers).
- Assist development staff and students in determining grant disbursement amounts.
- Serve as the student liaison to the Finance Office.
- Ensure accounts with major vendors (Kinkos, Dickson Bros., etc) are updated and active.
- **The Treasurer MUST commit to being in the Greater Boston area over the summer to work with summer program directors as SUPport staff (at least 20 hours per week).**
- **The Treasurer MUST commit to being on campus during part of Winter Break to write the Association Budget.**

SECRETARY (Trustee, Non-Voting)

The Secretary is the chief information Officer of the Association and is responsible for organization data and internal communication systems.

- Keep records and minutes of Board of Trustees, Cabinet, and Officers Committee meetings.
- Maintain the association's files and information.
- Work with Programming Co-Chairs and staff to collect and update programmatic information and data.
- Create and send monthly Cabinet newsletters.
- Keep Cabinet members informed about events and meetings.
- Collect RSVPs for Cabinet meetings and retreats, and keep records of attendance.
- Oversee and update bulletin boards in PBHA.
- Moderate Cabinet list and pbha-open list.
- Update program information on Harvard's student group website each semester.
- Attend all Board of Trustee members as a non-voting member to take and present minutes.
- Work closely with Public Relations Officer to improve internal and external communications systems.

PROGRAMMING CO-CHAIRS (Trustees)

The Programming Chairs are responsible for managing the day-to-day running of PBHA's over 80 term-time and summer programs.

- Provide programmatic knowledge and support for all current programs.
- Facilitate the screening process for new committees and programs that want to join PBHA.
- Chair PBHA Programming Committee and Program Leadership meetings.
- Work with program directors, staff, and program group officers to ensure that PBHA programs provide responsible, innovative, and effective services to communities and clients.



- Strategize around programmatic goals. Recently, areas of focus have ranged from program evaluation to evaluating capacity to the tighter integration of service and advocacy within PBHA.
- Work with Student Development Chair to identify and strategize around director competencies and program quality.
- Work with Assessment and Evaluation Chair to strategize around assessment and evaluation.
- Work with Community Organizing Chair to ensure community feedback and cross-program collaboration for program quality.
- Plan Cabinet in collaboration with other Officers.
- Act as an internal organizer for the Association by facilitating relationship building and connecting directors, officers, and staff to support programming.
- Support term-time programs and work closely with SUP management and the SUP PGO in supporting summer programs.
- **At least one Programming Chair MUST commit to working on PBHA programming at Harvard for the summer.**

RESOURCE DEVELOPMENT CO-CHAIRS (Trustees)

The Resource Development Co-Chairs identify provide financial resources for programs and the central organization. The RDCs attend weekly development team meetings with Events Fundraiser & development staff. There are two distinct RDC positions.

Individual Donor Relations – Cultivates large donors for the Organization and assists other students in soliciting for donations.

- Coordinate 2 annual individual appeals, one in the fall and one in the spring.
 - Write, edit and revise text of appeal letter
 - Design layout, insert pictures, send to printer
 - Distribute letter to alumni and former donors
 - Coordinate PBHA officers & SUP directors in writing personalized letters to major donors
 - Plan, publicize and staff phone-a-thons
 - Recruit volunteers for phone-a-thons, manage materials/track donations
 - Run short phone-a-thon tutorials on calling best practices
- Arrange & conduct (with support of development staff) at least five meetings/semester with potential or current donors.

Corporate and Foundation Relations – Focuses on increasing the Association's capacity in writing new grants for the association.

- Attends a professional grant-writing workshop
- With staff assistance, researches new institutional grants for PBHA and central funds for programming groups
- Works with staff to provide student input in the grant application
- Gathers necessary documents and data for new grant applications and ensures follow-up reports are generated and sent to corporations and foundations
- Assists with SUP directors with grant identification and writing
- Keeps programs aware of major grant deadlines



- Should aim to generate five significant, multi-year grants by contributing an average of 10 hours a week to grant research and writing

STUDENT DEVELOPMENT CHAIR (Trustee)

The Student Development Chair designs and implements overall strategy to develop all PBHAers as leaders in public service.

- Sit on Program Leadership (2hrs/wk) and Programming Committee (2hrs/wk, 2- 3wks/month).
- Have weekly check-ins with PBHA Coordinator of Training, Reflection and Evaluation.
- Plan student development Cabinet curriculum with President, Vice President, and Programming Chairs. Receive input from rest of Officers Committee.
- Work with the staff position of Coordinator of Training, Reflection and Evaluation to develop general trainings, reflections, and visioning for PBHA volunteer development. This currently includes the Tutor and Mentor Certificate trainings, Program Management Certificate trainings, Advocacy and Organizing Course, Adult ESL Certificate and the Officers' yearly Intensive, and also includes supporting program-specific trainings and reflections.
- Manage and facilitate the Reflection Corps to develop reflection experiences as a fundamental aspect of the development of student volunteers.

PUBLIC RELATIONS OFFICER (Trustee)

The Public Relations Officer plays an exciting and critical role in communicating PBHA's mission to students, press and others in the nonprofit world. Oversees a consistent plan for marketing and communications, branding standards, community outreach, on-campus outreach, off-campus outreach, and other external relations.

- Lead PBHA's public relations.
 - Write and release Press Releases.
 - Organize Fall and Spring Open Houses.
 - Coordinate Activities Fair tables for PBHA.
 - Coordinate the Team Member Program.
 - Help organize the Public Service Celebration in early May.
- Organize publicity.
 - Help with the publicizing of PBHA events. This includes but is not limited to PBHA Central Events, Officer events and program events.
 - Educate the PBHA community about branding standards and enforce these standards.
 - Design publicity materials (posters, t-shirts, brochures, pens) for PBHA Central Events, Officer events and program events.
 - Ensure that any publicity materials produced by PBHA Central align with the established PBHA Image and branding standards. This includes updating the design of bluesheets, Open House programs, and posters.
- Maintain PBHA's Communication tools.
 - Maintain and update the website and social media tools (Facebook, Twitter, YouTube).
 - Work with the Secretary to produce the monthly newsletter.



Note: While graphic and web design skills are not necessary for this position, they are very helpful skills to possess. The candidate must have good communication and writing skills and be willing to learn. Candidates should also be dependable, detail-oriented, flexible and able to multi-task.

ALUMNI AND HISTORY COORDINATOR (Trustee)

The Alumni & History Coordinator serves as a liaison between the current members of the Association and its alumni, thereby linking the past to the present. The Alumni & History Coordinator also supports activities that strengthen the networks among alumni, as well as develops and facilitates avenues for institutional memory collection and organization on the organizational and program level.

Alumni Relations

- Work closely with Executive Director and Senior Development Coordinator to develop and expand the newly-formed PBHA Alumni Association.
- Sit on the PBHA Alumni Association governing board.
- Plan and organize the annual Robert Coles “Call to Service” event for the Alumni Association in October. Much of the planning for this event will take place in the spring semester and the summer.
- Plan and host annual senior send-off and alumni reunion event during commencement week, keeping documentation from this event.
- Maintain contact with dedicated alumni throughout the year to discuss progress and development of the Alumni Association.
- Work with the Senior Development Coordinator and the Training, Reflection, and Evaluation Coordinator to run the Alumni Mentoring Program.

History

- Facilitate program-level historical documentation with the help of alumni.
- Lead one cabinet agenda event about institutional memory keeping/transitioning/historical knowledge from term to term.
- Record term of office (including testimonial from staff, student officers, cabinet members, and community members) in a booklet format and in short abstract format.
- Compile minutes from various committees, policy papers and agendas.
- In collaboration with the President, compile final reports from Officers.
- Organize and maintain the Constituent History Project for one community each year, calling upon alumni to supply most of this knowledge.

The Alumni & History Coordinator is HIGHLY encouraged to be in the Greater Boston area over the summer in order to stay in contact with the Alumni Association and PBHA Staff during the summer.

EVENTS FUNDRAISER

The Events Fundraiser works alongside the Resource Development Co-Chairs to run events that will raise funds for PBHA.

- Attend weekly development team meetings with Resource Development Chairs and development team staff.



- Coordinate SUP Auction (spring semester, 20+ hours/week).
 - Secure location, entertainment, auctioneer, food & drink, and 150+ non-student guests.
 - Coordinate PBHA officers and SUP directors to acquire more than one hundred auction items, including 10 big live auction items and organize volunteer committees.
 - Create publicity materials (invitations, fliers, evite, etc.).
 - Organize auction items, create brochure, help write script and write thank yous.
- Coordinate PBHA Plant Sale (Beginning of fall term, 10 hours/wk for 2 weeks).
 - Collaborate with Brattle Square Florist to bring plants to PBHA.
 - Coordinate volunteers to work plant sale shifts.
 - Publicize to Harvard students, Cambridge residents, Harvard staff.
- Coordinate PBHA Used Bike Auction (October, 10 hours/wk for 1 week).
 - Acquire abandoned bikes donated from the houses, Yard-Ops and HUPD with support from Quad Bikes.
 - Publicize event on campus.
- Coordinate faculty tea to cultivate new faculty donors (November, 2-3 hours).
 - Get tea, invite faculty members, staff event.
- Help to staff phone-a-thons for SUP & Fall appeal with RDCs (8 hours)
- Develop new event ideas that could raise money for PBHA.

COMMUNITY ORGANIZING CHAIR

The Community Organizing Chair will work closely with the PCs and SDC to develop community based programming in PBHA.

- With PCs, monitor progress and provide support to existing Community Advisory Structures. Support includes but is not limited to matrix upkeep, best-practice sharing, summer-term continuity, and inter-program communication.
- With the SDC, lead community organizing training for committee chairs.
- Oversee community committees and support the development of new community committees and community advisory structures within existing committees.
- Hold community committee “Town Halls” to discuss best practice sharing and support committee development.
- Lead visioning for the role of community in PBHA and plan Community Cabinet to help develop that vision.
- Work with PCs, committee chairs and DOPs in continued asset mapping and identification of community needs.
- Facilitate PBHA-wide advocacy efforts.

ASSESSMENT AND EVALUATION CHAIR

The Assessment and Evaluation Chair will be responsible for supporting quality programming at all levels of PBHA by ensuring that active and thoughtful evaluation of programs, trainings, Officers, meetings, etc is occurring.

Program-level evaluation and assessment

- Support individual programs around ongoing assessment and long-term systems of evaluation.



- Support Programming Group Officers, with the Training, Reflection, and Evaluation Coordinator, on ongoing assessment and long-term systems of evaluation.
- Work with Programming Chairs to vision, develop, and implement new central assessment initiatives.
- Coordinate semesterly volunteer and constituent information tracking in the PBHA Database.

Non-programming related evaluation

- Coordinate and administer the annual student experience survey.
- Support Management (President, Vice President, Executive Director, Deputy Director) with Officer evaluation.
- Support Student Development Chair in collecting and analyzing data from training and cabinet meetings to continually improve training quality and student development.

PROGRAMMING GROUP OFFICERS (PGOs)

****Note: This is only a description of the purposes of the PGO role overall. Detailed descriptions of each PGO are below.**

The Programming Group Officers (PGOs) work closely with the student directors of those programs with similar missions and structures. They serve as coordinators for cross-program events and collaboration; act as resources for director support in terms of funding, resources, training (particularly around safety and liability), troubleshooting, and continued efforts of assessment and improving program quality; create a forum for best practice sharing; and work to address the changing needs and challenges of programs. PGOs are responsible for assisting with/training program directors in the following areas: safety standards; volunteer recruitment, retention, appreciation, and management; facilitative leadership; and other areas that might be relevant for specific Programming Groups (e.g. behavior management for the Afterschool and In-school Programming Group). The above can occur either through group meetings or individual one-on-one meetings.

PGOs also serve as a liaison between programs and the central organization. PGOs represent the concerns and suggestions of programs in the everyday management of the central organization and are responsible for communicating with program directors about mandatory PBHA events and deadlines. PGOs work closely with the Programming Co-Chairs (PCs) and meet regularly with the Directors of Programs (DoPs) paired with their Programming Group. PGOs meet regularly with the Programming Co-Chairs, President and/or Vice President, Community Organizing Chair, Assessment and Evaluation Chair and Student Development Chair during Programming Committee Meetings and help to shape PBHA through policy decisions and programmatic goals. The PGO position requires creative initiative to improve program consistency and quality and the PGO should take opportunities to develop their position.

ADULT SERVICES PROGRAMMING GROUP OFFICER

- Support PBHA adult and teen education programs and develop trainings or panels for programs with similar missions.
- Provide director support throughout the semester, especially at the beginning.



- Meet individually with program directors to discuss volunteer recruitment, basic program logistics, and administrative tasks (especially for new directors).
- Be present at as many program's visioning/ goal setting meetings as possible with their DoP.
- Chair meetings that bring similar programs together to discuss goals, recruitment, best practice sharing, training, liability, transitioning, resources, and other relevant topics. Generally promote idea and resource sharing between programs.
- Follow-up and arrange inter-group trainings as necessary or as desired by directors
- Check in with programs, see how they are doing (send emails to "focus groups"- eg directors of the Chinatown, Elderly Affairs Committee, Prison Ed, the ESL programs).
- Seek out information on adult education conferences, workshops, and events in the Greater Boston Area.
- Work with the DoP to keep track of what is going on in the greater adult education community in Boston.
- Be available for individual meals, meetings, etc, and act as a resource to the adult education program directors.
- Assist directors with comprehensive evaluation and reflection for their programs

ADVOCACY AND HOUSING PROGRAMMING GROUP OFFICER

- Maintain connections with the leaders of advocacy, housing and health programs and serve as their primary liaison to PBHA.
- Support centralized needs of Program Group (PG) programs (driver certification, trainings, transition assistance, room reservations, and financial questions, among other things).
- Maintain director accountability in PBHA-related duties (Cabinet attendance, Database, etc.)
- Conduct one-on-ones at least once a semester with all group directors.
- Attend weekly meetings of, and participate in, Programming Committee (ProComm) and Officers Committee and advocate on behalf of PG programs in these settings.
- Seek out new, useful opportunities for volunteer training, workshops, and speakers as they relate to advocacy, housing, homelessness and health issues in Boston.
- Oversee the expansion, contraction, and archival of existing PG programs as well as the admission of new programs and pilots.
- Work closely with Director of Programs (DoP), at least once a month meeting, to assess needs of group programs, troubleshoot issues and coordinate communication.
- Encourage program connectivity and best-practice sharing.
- Make sure various student advocacy groups (esp. in PBHA) know about each others' events and are supporting each other.
- Go on at least 3-4 site visits with DoP.
- Encourage summer involvement among the PG and help transition and evaluate summer programs (St James Shelter, etc.).
- Organize a Housing Awareness campaign ("Housing Awareness Week") in collaboration with each of the Housing Groups and DoP.
- Serve as the point person for Advocacy and Organizing Training with the Student Development Chair.



- Support the Community Organizing Chair to promoting program-wide and organization-wide advocacy efforts.

AFTERSCHOOL PROGRAMMING GROUP OFFICER

- Work with the Afterschool DoP to support all after-school and in-school programs.
- Support program directors in the following areas: safety and liability; fundraising; volunteer recruitment, retention, appreciation, and management; working with families; behavior and classroom management; curriculum design and facilitation; program structure; program assessment; finding successor directors and transitioning. This support generally occurs through monthly Afterschool and In-school Programm Group (ASPG) meetings, which are mandatory for all directors for whom the subject matter to be covered is relevant (relevancy is determined by the ASPGO and supporting DoP). These meetings are structured to include both training and best-practice sharing. Support can also occur through one-on-one meetings with program directors and should take this form for programs that need support beyond what ASPG meetings offer or need targeted support in specific areas.
- Work with the Afterschool DoP to run semesterly trainings on federal snack funding and the Survey of After-School Youth Outcomes (SAYO).
- Work with other Officers to communicate requirements to programs (e.g. semesterly Cabinet Retreat, semesterly Program Management Certificate, monthly Cabinet meetings, monthly PG meetings, entering volunteers and participants into the PBHA Database, submitting a budget).
- Work with the Student Development Chair to ensure that all afterschool and in-school program volunteers receive at least four hours of training and student development each semester and that relevant programs send all new volunteers to the Tutor Certificate Training.
- Work with the Mentoring Programming Group Officer to organize Halloween and holiday events for youth participants.
- Work with the Afterschool DoP to become familiar with Boston and Cambridge public school systems and network with the afterschool community in the Greater Boston Area.
- Be responsible for keeping program directors informed about third-party benefits and opportunities for professional development outside of PBHA.

MENTORING PROGRAMMING GROUP OFFICER

- Support mentoring (children, teen, one-to-one, and group setting) programs with training, community resources, best practice sharing, and quality standards.
- Chair PG meetings and support best practice sharing and director transition through use of the file server, database, and an e-mail group.
- Follow up with each program through individual meetings about training, volunteer recruitment/management/development, community input, reflection, and program assessment throughout the course of the semester.
- Make approximately 4 site visits during the semester (with or without DoP)
- Set goals and objectives for the mentoring programming group.
- Encourage new directors and volunteers for the program management certificate and mentor certificate.



- Seek out opportunities for volunteer training, workshops, and speakers as they relate to mentoring in Boston and Cambridge.
- Organize PG-wide events for Halloween, Christmas, etc.
- Help directors fundraise for their individual programs (grants, fundraisers, individual solicitation strategies, etc.) by providing resources to programs.
- Keep directors informed of third-party benefits: UHS gift drive, Celtics Tickets, HUDS cards, recycling center, etc.
- Promote idea and resource sharing between programs.
- Ensure program directors find successor directors and understand the importance of transitioning new directors.

SUMMER URBAN PROGRAM PROGRAMMING OFFICER (Trustee)

- Work closely with staff, past SUP directors, and other SUPport Officers to provide overall management for the Summer Urban Program.
- Transition with outgoing and incoming SUPport staff.
- Plan and chair weekly meetings/trainings in the spring with SUP directors.
- Coordinate hiring of all SUP personnel (Directors, SCs, JCs, SUP DoP).
- Enforce SUP personnel contracts.
- Assist with fundraising and budgeting of SUP camps.
- With the President, set the policies and tone of summer activities.
- Chair SUP Management during the summer.
- Provide regular programmatic reports of SUP to the Board of Trustees.
- In the fall, ensures directors complete all follow-up activities: final reports, thank you letters, etc.
- **The SUP PGO is only open to former SUP Director.**
- **The SUP PGO MUST commit to managing full-time SUPport for the summer.**

VEHICLES AND SPACES COORDINATOR

The Vehicles and Space Coordinator ensures responsible use and maintenance of PBHA vans and spaces by program directors and volunteers. Vehicle and Space Coordinator is also responsible for implementing systems that maintain and improve the use of the vans and space available for programs and the central organization.

- Send out van policies and sign-up forms at the beginning of every semester. Coordinate van schedules with directors each semester and communicate schedules weekly.
- Do bi-monthly random van checks to keep up with van maintenance.
- Serve as a point-person if programs encounter problems while using a PBHA van.
- Organize one van- and one house-cleaning day at the end of each semester.
- Help coordinate the establishment and maintenance of the PBHA common room area. Work with other Officers to coordinate events such as study-breaks, movie screenings and discussions.
- Work closely with staff Driving Instructor and PBH Building Superintendent to keep up with maintenance of building and vans.
- Prepare a van charges sheet that details van costs and usage for the semester and submit to the Finance Administrator at the end of the semester.
- Ground the vans in case of weather emergencies after consulting Executive Director and President.



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