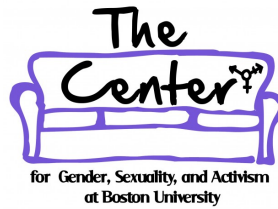


The Center for Gender, Sexuality & Activism Coordinator Description Fall 2013



Applications are due Sunday, March 31st by 8:00pm to Swanson Ninan at swansonninan@gmail.com

Important note: You must be available to attend Coordinator meetings on Wednesdays at 5pm in Fall 2013 to hold a Coordinator position

Positions:

Events Coordinator

1. Plan at least 2 large-scale events in the Center each semester, particularly those events for which we have funding. (Examples: Women Rock!, a film screening. The annual birthday party may be included in the 2 events or may be additional.)
2. Work with others who are planning events for the Center to create successful events. This includes Center volunteers, other student groups, or outside groups or organizations.
3. Some knowledge of the workings of Allocations Board and the Student Activities Office is a plus.

Current Events Coordinator: Molly Savard msav@bu.edu

Public Relations Coordinator

1. Send out the weekly newsletter to the CGSA email list.
2. Oversee the Center's Facebook and Twitter accounts.
3. Work to advertise CGSA events (collaborates with the Events Coordinator and Graphics to be sure CGSA events are properly advertised).
4. Work to advertise the CGSA itself and create awareness about the Center on campus.
5. Maintain the Center's press policy and press passes. Draft press releases as necessary and correspond with media.

Current Public Relations Coordinator: Swanson Ninan swansonninan@gmail.com

Activism Coordinator

1. Look for volunteer/activism opportunities on campus and in the greater area.
2. Maintain relationships with other activist groups on campus.
3. Plan at least one event per semester, such as Take Back the Night or a trip to a conference (CLPP conference at Hampshire, etc.).

Current Activism Coordinator: Rea Sowan reasowan@bu.edu

Financial Coordinator

1. Plan at least one fundraising event per semester.
2. Work with the Allocations Board of Student Activities Office.
3. Determine budgets for individual board members each semester.
4. Maintain a system for tracking the Center's donations and expenditures in order to compile a yearly financial report.

Current Financial Coordinator: Steph Beal st.beal@gmail.com

Volunteer Coordinator

1. Recruit volunteers to staff the Center
2. Hold at least three (3) volunteer trainings per semester
3. Maintain the volunteer schedule and database and organize Free Bagel Friday

Current Volunteer Coordinators: Ali O'Hare and Rani Gupta aohare@bu.edu ranig@bu.edu

Health Resources Coordinator

1. Facilitate the relationship between the CGSA and Student Health Services as well as the Sexual Assault Response and Prevention Center (SARP) in order to plan events, share resources, etc.
2. Work closely with Student Health Services as well as outside organizations to obtain sexual health resources such as internal/external condoms, lube, dental dams etc.
3. Assist the Volunteer Coordinator in ensuring that the CGSA volunteers are knowledgeable about health related resources and questions.
4. Create a pamphlet or binder with alternative health care options once a year.

Current Health Resource Coordinator: Chelsea Schwalm cschwalm@bu.edu

Educational Resources Coordinator

1. Maintain the lending library system.
2. Update and expand upon academic materials of interest to the CGSA.
3. Keep in contact with the Women's, Gender, & Sexuality Studies Department; keep an up-to-date list of classes and syllabi within the WGS Program to share with students.
4. Inform the CGSA about educational and/or academic conferences of interest.
5. Work closely with SARP to plan the First Year Experience (FY101) workshops.
6. Maintain a glossary as a reference to common terms used in the Center; update as needed.

Current Educational Resources Coordinator: Kaitlyn Clericuzio kaitlync@bu.edu

Graphics and Web Coordinator

1. Design flyers for all CGSA events.
2. Create t-shirt designs, posters, and/or brochures as needed for PR purposes.
3. Maintain the CGSA website (www.bu.edu/cgsa)
4. Oversee other web-based material relating to the CGSA (Example: Tumblr)

Current Graphics and Web Coordinator: Ashley Teamer ateamer@gmail.com

Assistant Center Manager

1. Take attendance at meetings and keep minutes, posting the notes after each Coordinator meeting.
2. Document all events (photo, attendance, notes, feedback forms from attendees).
 - a. Put all fliers in a folder online.
 - b. Compile history of current year in the CGSA (interviews, experiences, notes, etc.).
3. Update hallway chalkboard.
4. Help the Center Manager enforce the Booking Policy, making sure that student groups using the CGSA adhere to the policy.

Current Assistant Center Manager: Michelle Tsiakaros tsiaka@bu.edu

Gallery Manager

1. Organize one gallery exhibit and art opening per month featuring (preferably) one BU artist, whose work pertains to the CGSA core values.
2. Work closely with the Graphics and Web Coordinator.
3. Maintain the presentation of the space.

Current Gallery Manager: Hanna Stolarski hstol123@bu.edu

Development & Alumni Coordinator

1. Plan at least one large scale fundraising event for the longevity of the Center
2. Create a network of alumni from the current iteration of the Center. This network can be for the purpose of periodic updates on the Center, as well as opportunities to support the Center.
3. Attempt to find alumni from the original iteration of the Women's Resource Center from the 1970s.
4. Create an advisory board to support the Center's endeavors.

Current Development & Alumni Coordinator: Michelle Weiser mweiser22@gmail.com

**Note: applicant for Development & Alumni Coordinator does not have to be a current BU student, it may be an alumni. However, the Center continues to be a completely student run space, and decisions must always be made/approved by the student members of the Center.*

Overall Coordinator Responsibilities

In addition to their position-specific responsibilities, CGSA Coordinators have the following general responsibilities:

1. To serve two (2) hours per week in staffing the Center.
2. To attend the semester coordinator retreats.
3. To attend weekly meetings.
4. To keep accurate records of their work in their position, to archive those records, and to ensure that such information is passed down smoothly to their successor.

Please Read Carefully Before Submitting Application!

Coordinator positions will be voted on at a meeting scheduled for Wednesday, April 10th at 5pm. Applicants are asked to attend this meeting, so that we can have an informal conversation with each other. To have voting power in this election, one must be in attendance

at three of the last four coordinator meetings leading up to the election. Meetings are every Wednesday at 5pm in the Center. Once positions are accepted, new coordinator members should meet with people currently in the positions for a short training. Please note that the Coordinator positions require a commitment of dedicated time and emotional energy. We are unpaid and take pride in being student-run, and this takes a lot of work!!

Feel free to contact the person currently holding the position with questions. Applications are due Sunday, March 31st by 8:00pm. Please send completed applications to Swanson Ninan at swansonninan@gmail.com