**The Center for Gender, Sexuality & Activism**

**Elections for Spring 2014**



Applications are due Sunday, December 1st by 11:00pm to Swanson Ninan at swansonninan@gmail.com

*Important note: You must be available to attend Coordinator meetings on Wednesdays from 5pm-6:30pm in Spring 2014 to hold a Coordinator position*

**Positions:**

**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: Ileana Tauscher,* *tauscher@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: Abriana Tasillo,* atasillo@bu.edu

**Educational Resources Coordinator**

1. Maintain the lending library system.

2. Develop an archiving system, including event information and posters

3. Oversee the planning of various consciousness raisings by finding facilitators, volunteers, or other community members

4. Further develop relationship with the Women’s, Gender, and Sexuality Department

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

**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, December 4th 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.

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