



## The Center for Gender, Sexuality & Activism Leadership Position Descriptions Fall 2012

Applications are due Monday, April 16th at 5:00pm  
to Gabrielle Newton at [gnewton@bu.edu](mailto:gnewton@bu.edu).

*Important Note: You must be available to attend leadership meetings on Wednesdays at 5pm in Fall 2012 to hold a leadership position.*

### Positions:

#### Events Coordinator:

1. Plan at least 2 large-scale events for the Center each semester, particularly those events for which we have funding. (Examples: Women Rock! Concert, F to (e)mbody, our birthday party)
2. Work with others who are planning events for the Center to create successful events.

*Current Events Coordinator: Sarah Merriman [sarah.merriman12@gmail.com](mailto:sarah.merriman12@gmail.com)*

#### Public Relations Coordinator:

1. Send out the weekly newsletter to the CGSA email list (about 1,000 people).
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: [mweiser@bu.edu](mailto:mweiser@bu.edu)*

#### 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: Sasha Goodfriend: [sgfriend@bu.edu](mailto:sgfriend@bu.edu)*

#### Financial Coordinator

1. Plans at least one fundraising event per semester
2. Learns how to work with the Allocations Board of Student Activities Office
3. Develops a system for keeping track of Center donations and expenditures.
4. Compile a financial report at the end of the school year, detailing how much money was donated, how much money was spent and what it was spent on
5. Update members at weekly meeting how much money is in Center account and personal budgets

*Current Financial Coordinator: Juliane Nguyen [jdqn@bu.edu](mailto:jdqn@bu.edu)*

#### Volunteer Coordinator:

1. Recruiting new volunteers at Splash and throughout the semester

2. Maintaining volunteer database with current contact info and alerting volunteers of important CGSA announcements
3. Organizes and runs volunteer training, approximately two per semester. (BARCC workshop, CGSA history, volunteer responsibilities)
4. Creates and enforces the volunteer schedule for staffing the CGSA and encourage attendance at events.

*Current Volunteer Coordinator: Lizzie Whetstone [lizzie.whetstone@gmail.com](mailto:lizzie.whetstone@gmail.com)*

#### **Health Resources Coordinator:**

1. Facilitate the relationship between the CGSA and Student Health Services (including touching base with the with the Behavioral Medicine counselors in the back of the CGSA, collaborating with SHS on events, etc).
2. Working closely with Student Health Services in order to obtain sexual health resources (male/ female condoms, lube, dental dams)
3. Assist the Volunteer Coordinator in ensuring that CGSA volunteers are knowledgeable about health related resources and questions.
4. Create pamphlet with alternative health care options once a year

*Current Health Resource Coordinator: Katelyn Reinert [katierein919@gmail.com](mailto:katierein919@gmail.com)*

#### **Educational Resources Coordinator:**

1. Oversee the CGSA lending library (including getting new books and ensuring books are checked in).
2. Update and expand upon academic materials of interest to the CGSA.
3. Liaison to the Women, Gender & Sexuality Department and is knowledgeable about BU programs, classes, and majors of interest to the CGSA and provide a list of classes relating to CGSA mission and core values for all to access.
4. Inform the CGSA about educational, academic or activist conferences of interest to the CGSA.
5. Plan the First Year Experience (FY 101) workshop, as well as other educational events.

*Current Educational Resource Coordinator: Elisa Gill [elisamgill@gmail.com](mailto:elisamgill@gmail.com)*

#### **Graphics and Web Coordinator:**

1. Design flyers for CGSA events.
2. Create t-shirt designs, posters, or brochures as needed for PR-purposes in the CGSA.
3. Maintain the CGSA website ([www.bu.edu/cgsa](http://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](mailto:ateamer@gmail.com)*

#### **Assistant Center Manager**

1. Check CGSA E-mail account and respond and forward to the appropriate people.
2. Take attendance at meetings and keep minutes.
3. Choose and create one honored BU student or alumni who adheres to our mission profile per month
4. Update archives:
  - a) Document all events (photos, attendance, notes, feedback forms from attendees)
  - b) Put all event fliers in a folder and online
  - c) Compiling written history of that year (stories, experiences, notes, events)
5. Update chalkboard wall

*Current Executive Assistants: Ali O'Hare [aohare@bu.edu](mailto:aohare@bu.edu)*

#### **Gallery Manager**

1. Organize one gallery exhibit and art opening per month featuring one BU artist, whose work illustrates gender, sexuality, and/ or activism.
2. Work closely with the Graphics and Web Coordinator

*Current Gallery Manager: Peery Sloan [peerys@bu.edu](mailto:peerys@bu.edu)*

#### **Overall Coordinator Responsibilities**

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

1. To serve 2 hours per week in staffing the center.
2. To attend the semester leadership retreat.
3. To attend weekly meetings.
4. To keep accurate records of his/her work in her position, to archive those records, and to ensure that such information is passed down smoothly to her/his successor.

**Please Read Carefully Before Submitting Application!**

Leadership positions will be voted on at a meeting scheduled for **Wednesday, April 18th, 2012 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 the three leadership committee meetings leading up to the election. Meetings are every Wednesday at 5pm in the Center. Once positions are accepted, new leadership 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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