

ABC STRATH HAVEN BOARD

Board of Directors

The Board of Directors meets monthly throughout the year and fulfills the policy-related functions of a Board of Directors, including:

- Articulating the values and mission of the organization and setting standards, controls and policies
- Ensuring the financial viability of the organization
- Forming ad/hoc committees and appointing chairs
- Monitoring and evaluating the performance of the organization
- Defining and enforcing the parameters of the Board and Program Committees, operations and the roles of the individual Board members
- Ensuring compliance with laws and regulations, including those of ABC National
- Hiring, monitoring, and evaluating the Program Coordinator

Members of the board who are responsible for a program committee are responsible for organizing and reporting back to the board.

The nine positions on the Board of Directors are:

President
Vice-President
Finance Chair
Treasurer
Secretary
Support Services Chair
Staff Support Chair
Advisory Board Chair
Alumni Liaison

Program Manager

The Program Manager is responsible, among other things, for:

- 1) Recruiting staff & making recommendations regarding staffing
- 2) Organizing periodic and ad hoc review of staff (involving others in the process)
- 3) Acting as "general manager" to ensure that all delegated responsibilities are being effectively and timely handled by the named parties

Advisory Board

The Advisory Board is a group of individuals who lend their name in support of ABC Strath Haven and play a significant role in support of the program. Their activities are coordinated by the Advisory Board Chair on the Board.

Program Committees

The Program Committees meet three times during the school year in conjunction with the board of directors, fulfilling functions critical to the continuing operation of the program, but not to policy-setting or financial stability. The members are organized into a committee structure, with a Board member in charge of each committee.

House Committee (Chaired by the Vice President)

- Student Life Coordinator (one per house)
- Activities Coordinator (one per house)
- Academic Coordinator (one per house)
- Host Family Coordinator
- Student Selection Coordinator
- Resident Directors

Finance Committee

- Foundations Coordinator
- Newsletter Coordinator
- Gifts Coordinator
- Musical Event Coordinator
- Luminaria Coordinator
- Room Service Coordinator
- Spring Event Coordinator

Support Services Committee

- Medical Care Coordinator
- Medical Insurance Coordinator
- Transportation Coordinator
- Facilities Coordinator
- Shopping Coordinator
- Publicity Coordinator
- Website Coordinator

Position Descriptions for ABC Board

President

The President presides over Board meetings. The President is responsible for ensuring the program runs smoothly, is a public face of the Board, interacts with the WSSD school board and insures that the Board's work gets done efficiently and effectively. The President is responsible for putting into place the annual nominating committee for board positions.

Vice-President

The Vice-President chairs the House Committee, which consists of the Student Life Coordinators, the Activities Coordinators, the Academic Coordinators, the Host Family Coordinator, the Student Selection Coordinator, and the Resident Directors. The Vice-President works with the Program Coordinator to train staff and resolve staff issues. He/she is responsible for dealing with any significant discipline issues as well as student complaints. The Vice-President is the point person for any problems dealing with the Houses. Board members, staff, and students should speak to the Vice-President when there is a serious issue in either House.

Finance Chair

The Finance Chair is responsible for maintaining the financial well-being of the program, and for all financial matters related to the program exclusive of the duties of record keeping and disbursement. The Finance Chair heads the Finance Committee, which consists of the Foundations Coordinator, the Newsletter Coordinator, Gifts Coordinator, Musical Event Coordinator, Luminaria Coordinator, Room Service Coordinator, and the Spring Event Coordinator.

Treasurer

The Treasurer is in charge of all financial record keeping and oversees the audit of the books each summer. The Treasurer prepares the budget for presentation to the Board and monitors the budget throughout the year. The Treasurer also distributes funds.

Secretary

The Secretary takes and distributes minutes for Board meetings. Additionally, he/she is responsible for Board correspondence and maintaining program lists.

Support Services Chair

The Support Service Chair is responsible for the logistical services in support of the program. He/She heads the Support Services Committee, which consists of the Medical Care Coordinator, the Medical Insurance Coordinator, the Transportation Coordinator, the Facilities Coordinator, the Publicity Coordinator, the Website Coordinator, and the Shopping Coordinator.

Staff Support Chair

The Staff Support Chair is responsible for the recruiting, management, training, and review of the ABC staff, including the resident directors, tutors, and cooks. This person works closely with the Vice President to ensure proper staffing of the houses.

Advisory Board Chair

The Advisory Board Chair is responsible for recruiting members of the advisory board and organizing select donor events.

Alumni Liaison

The Alumni Liaison is responsible for maintaining communication between the program and the alumni community.

House Committee

Student Life Coordinators (one for each House)

The Student Life Chair for each House is in charge of monitoring the students' well-being and performance in the program in all aspects non-academic. He/she assists the staff in the running of the House. Specific tasks that fall under this position include organizing orientation weekend, serving on the House committee, and arranging individual and group counseling services as needed. The Student Life Coordinator should be a frequent presence in the House.

Activities Coordinators (one for each House)

The Activities Coordinator for each House meets with staff and students to help plan events and activities during the school year. Specifically, the program would like the Houses to do at least one trip together each year, and each House to have a few House trips. These trips should strike a balance between recreational and enriching. The Activities Coordinators are members of the House Committee.

Academic Coordinator (one for each House)

The Academic Coordinator for each House is in charge of monitoring the students' academics. The Academic Coordinator organizes the Academic Advisors and educates them about the school, the program, and their responsibilities. The Academic Coordinator assists the Academic Advisors with their duties when needed, and sets quarterly meetings of the Academic Advisors to review each student's academic progress. Additionally, he/she coordinates new students/ schedules and assists in the academic aspect of orientation. The Academic Coordinators are members of the House Committee and should be a frequent presence in their respective Houses.

Host Family Coordinator

The Host Family Coordinator is in charge of the Host Family program. Specifically, he/she recruits one Host Family for each incoming student, orients new Host Families to the expectations and responsibilities of their role, confirms each summer that the current Host families are continuing, organizes the September and June picnics, and holds meetings for the Host Families early in the school year, and as needed. Additionally, he/she schedules Board members to supervise the Houses on non-Host Family Sundays. The Host Family Coordinator is a member of the House Committee.

Student Selection Coordinator

The Student Selections Coordinator leads the program through the student selection process. He/she is a member of the House Committee and chairs the Student Selection Committee, which consists of the members of the House Committee. The Student Selection Coordinator is responsible for obtaining applications from ABC National, distributing them to Student Selection Committee members, chairing the meeting to decide which students to select, and then notifying those students who have been selected. The Student Selection Coordinator is a member of the House Committee.

Finance Committee

Foundations Coordinator

The Foundations Coordinator is responsible for applying for grants and organizing a committee of volunteers to identify and pursue foundation support. The Foundations Coordinator is a member of the Finance Committee.

Newsletter Coordinator

The Newsletter Coordinator is Responsible for putting out the spring newsletter, as well as some fall mailing for the fall United Way campaign. The Newsletter Coordinator is a member of the Finance Committee.

Gifts Coordinator

The Gifts Coordinators responsible for retrieving all mail from the post office box, depositing all checks, sending thank-you letters for donation, keeping all records regarding donations, and maintaining the donor mailing list. The Gifts Coordinator is a member of the Finance Committee.

Musical Event Coordinator

Spring Event Coordinator

Luminaria Coordinator

Room Service Coordinator

Support Services Committee

Medical Care Coordinator

The Medical Care Coordinator organizes the medical care for students in both Houses. The Medical Care Coordinator works with the RDs to arrange doctor's appointments for all students and to maintain appropriate medical supplies in both Houses. He/she also confirms lists of doctors and dentists for the upcoming school year, and thanks the doctors and dentists for their service the past year. The MCC is responsible for mailing physical forms to parents of rising Juniors and to incoming Freshmen during the summer, and ensuring that the program and Strath Haven High School receive copies of the forms. The Medical Care Coordinator is a member of the Support Services Committee.

Medical Insurance Coordinator

The Medical Insurance Coordinator is responsible for coordinating the medical bills of the program. This includes communication with doctors and dentists, as well as insurance companies, and collecting the medical bills of both Houses. The Medical Insurance Coordinator is a member of the Support Services Committee.

Transportation Coordinator

The Transportation Coordinator is responsible for all transportation needs of the students. He/she arranges transportation to Swarthmore at the beginning of the school year, to home and back to school for Winter Vacation, and home from Swarthmore at the end of the school year. Additionally, the Transportation Coordinator finds volunteers to serve as weekday and weekend drivers, and arranges the schedule for weekend driving. He/she also arranges all travel for orientation. The Transportation Coordinator is a member of the Support Services Committee.

Facilities Coordinator

The Facilities Coordinator is responsible for the maintenance and upkeep of both Houses, including routine maintenance, responding to emergencies, and helping to plan and implement major projects that generally occur during the summer months. The Facilities Coordinator is a member of the Support Services Committee.

Publicity Coordinator

The Publicity Coordinator is responsible for overall publicity for the ABC Strath Haven program via news releases, fact sheets, and feature stories. The Publicity Coordinator is a member of the Support Services Committee.

Website Coordinator

The Website Coordinator maintains the program web site and monitors the site's utilization. The Website Coordinator is a member of the Support Service Committee.

Shopping Coordinator

The Shopping Coordinator interfaces with the RDs and cooks in both Houses as well as the Co-op to insure that food needs for both Houses are being met. He/she also supervises volunteer shoppers. Traditionally the three types of shopping are weekly shopping for the cooks, twice-weekly shopping for perishable provisions such as milk and bread, and bulk shopping. The Shopping Coordinator is a member of the Support Services Committee.