Community Service Office (CSO)
BOARD POSITION DESCRIPTIONS 2015-2016

CHAIRWOMAN (1)
• Help ensure that the C.S.O. philosophy is carried out.
• Set the tone for the organization.
• Convey enthusiasm and act as a spokesperson for the organization to college officials and the community at large.
• Keep all the board members informed and linked together as a unit.
  - Facilitate several opportunities for board bonding.
• Coordinate and schedule regular goal-setting for the board.
• Administer individual board feedback 3-4 times a year.
• Chair weekly board meetings.
  - Facilitate regular discussions about the nature of service.
• Meet regularly with the Director of Voluntary Services.
• Orchestrate monthly or bimonthly informal information dinners for students.
• Chair Winter Gifts Project
• Plan Board bonding events
• Schedule and facilitate individual meetings with board members

SHORT-TERM CO-CHAIRS (2)
• Develop and orchestrate short-term volunteer projects each month.
• Recruit students to volunteer for short-term projects in the community.
• Coordinate project details and transportation.
• Maintain contact with agencies and volunteers throughout placement.

COMMUNITY EDUCATION CHAIR (2)
• Educate the Smith community about community concerns and issues.
• Showcase C.S.O. volunteers and service-learning opportunities through the Community Education Luncheons.
• Organize 3-4 gatherings/discussions per semester.
• Use targeted outreach in order to advertise to potential volunteers.

HEAD OF HOUSE REPRESENTATIVES (1)
• Organize bi-monthly informational meetings for the C.S.O. house reps.
• Act as a liaison between this group and the Board.
• Provide the Reps with a forum to discuss ideas and concerns.
• Promote volunteerism and participate in short-term and on-going community projects.
• Coordinate House Rep specific service activities to promote community and volunteerism.
• Support House projects
• Plan and carry out House Rep bonding activities

CSO, Wright Hall, Center for Community Collaboration (CCC)
www.smith.edu/cso email: cso@smith.edu
BLOOD DRIVE, BONE MARROW REGISTRY & ORGAN DONATION CHAIR (1)

- Coordinate the 2 blood drives in the fall and spring.
- Work with the American Red Cross staff for recruitment and publicity.
- Recruit volunteers and donors for the Red Cross.
- Plan Bone Marrow Registration and Organ and Tissue Donation Drives each semester.

*RECRUITMENT OUTREACH INTERN (1)

- Provide information to the Smith community on volunteer placements and community service opportunities.
- Schedule, attend, and document agency site visits for new or ongoing agencies.
- Recruit volunteers from the Smith community to work for one semester or longer in over 50 human service agencies.
- Organize the 2 recruitment fairs in the fall and spring.
- Maintain contact with agencies and volunteers throughout placement.
- Organize/attend reflection lunches or gatherings with volunteers.
- Assign, write, and edit articles for the bi-semester C.S.O. newsletter.
- Post regularly on the CSO Facebook page. Gather post ideas from CSO activities and the CSO Program Coordinator.

* This is a paid position thru OCIP.

General Board Responsibilities

- Regular attendance at board meetings (in general, missing no more than 2 meetings a semester unless personal conflicts are both unavoidable and excusable).
  - Meetings are on Wednesdays at 4:15 p.m. and generally run 45 minutes. Occasionally meetings will run longer.
- Regular meetings with the director.
- Prompt responsiveness to all electronic communication, appropriate to the subject.
- Participation in board bonding events to promote solidarity.
- Participation in personal and board goal-setting initiatives.
- Promotion of C.S.O. projects, activities, etc.
- Support of fellow board members in non-C.S.O. endeavors.
- Participation in all reflective activities, such as, but not limited to, individual feedback and board reports, in a prompt manner.
- Personal recruitment of volunteers for various projects and for the C.S.O. board.
  - Embodiment of the idea that the greatest factor in determining whether or not someone will serve is simply whether or not she was asked to do so.
- Reevaluating the board descriptions yearly to ensure that they are what they should be, not merely what they are.