

## LEx Leader for Alternative Breaks - Executive Board Job Description

### **Alternative Breaks Executive Board Composition:**

- Co-Presidents (2)
- Fundraising Chairs (2)
- Event Management Chair(s) (1-2)
- Marketing Chair
- Treasurer/Leadership Intern

### **Alternative Breaks Executive Board Position Descriptions:**

#### **Co-Presidents**

- Oversee planning process for all RUAB trips;
- Coordinate and facilitate all RUAB regular meetings;
- Assist professional staff advisor in creating training agendas and modules;
- Schedule and facilitate the participant application, interview, and placement process;
- Assist in the research, proposal, and selection of Alternative Break trips;
- Serve as resources to and maintain regular communication with Site Leaders regarding trip statuses;
- Serve as resources to and maintain regular communication with executive board members;
- Act as a liaison to assigned Site Leaders/Service Trips.

#### **Fundraising Chairs**

- Coordinate a variety of fundraising opportunities to help generate additional funding for Alternative Break trips;
- Assigning and scheduling Site Leaders, executive board members, and trip participants for fundraising events;
- Research and apply for any applicable service grants, such as the Liberty Mutual Spring Break Grant, etc.;
- Act as a liaison to assigned Site Leaders/Service Trips.

#### **Event Management Chair(s)**

- Responsible for coordinating and promoting all RUAB outreach efforts (meetings, events, application deadlines, showcase, etc.)
- Plan and execute the RUAB Kick-Off Social in December;
- Plan and execute the RUAB Service Celebration Dinner in April;
- Act as a liaison to assigned Site Leaders/Service Trips.

#### **Marketing Chair**

- Distribute newsletter with updates regarding RUAB initiatives and fundraising opportunities;
- Spearhead marketing efforts for RUAB, including giveaway purchases, social media, etc.;
- Record and distribute minutes for each RUAB meeting;
- Act as a liaison to assigned Site Leaders/Service Trips.

#### **Treasurer/Leadership Intern**

- Responsible for all duties of a Leadership Intern, including part-time office hours, event volunteer

**LEx Leader for Alternative Breaks - Executive Board Application**

**\* For what position(s) would you be interested in? (Ranking system: 1-most desired, 5-least desired)**

<input type="checkbox"/>	Co-President
<input type="checkbox"/>	Fundraising Co-Chair
<input type="checkbox"/>	Event Management Chair
<input type="checkbox"/>	Marketing Chair
<input type="checkbox"/>	Treasurer & Leadership Intern

**\* What Alternative Break trip(s) have you attended previously?  
(Please provide the Name, Semester, and Year of each trip you have attended.)**

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**\* What was the most memorable lesson or moment that you took away from your experience in Alternative Breaks? Why does that particular memory stand out to you? (75 Word Limit)**

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**\* How do you plan on improving or expanding the position(s) you applied for? Please explain any new ideas you have and explain how that can benefit RUAB as a whole. (75 Word Limit)**

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