

ATLANTA URBAN CORPS BOARD OF TRUSTEES

The Atlanta Urban Corps Board of Trustees shall be composed of the outstanding leaders from every area of endeavor in metropolitan Atlanta. This shall include leaders from business, government, and education. This Board shall be composed of the following:

1. Presidents of the Student Bodies of Atlanta area participating colleges in the Atlanta Urban Corps.
2. Presidents of Atlanta area colleges participating in the Atlanta Urban Corps.
3. The heads of agencies and governments utilizing Interns.
4. The heads of agencies, governments, and other sources which support Interns in other agencies or governments.
5. Others approved by the majority of the Board of Trustees.

Conflict (The term of membership on the Board of Trustees shall be as long as one of above requirements if filled. There will be no substitute members allowed. — ?

Tenure shall be limited to three years.

The Board of Trustees shall advise the Executive Board of the Atlanta Urban Corps on the overall development of the college internship program. Members of the Board of Trustees are free to attend all meetings of the Executive Board and to make all pertinent recommendations to the Executive Board as it deems desirable. The Board of Trustees shall be the ultimate policy making body of the Atlanta Urban Corps.

The Board of Trustees shall elect three non-operational professionals to the Executive Board that shall meet the requirements for membership on said Board. Said non-operational professionals shall be automatically a member of the Board of Trustees. It shall also approve the appointment of

the Staff Director of the Atlanta Urban Corps. The Board shall also elect a chairman of the Board of Trustees from its membership and said person shall neither be a student nor a member of the Executive Board.

ATLANTA URBAN CORPS EXECUTIVE BOARD

Student Director

Student-At-Large

Student-At-Large

Student-At-Large

Staff Director

Professional-At-Large

Professional-At-Large

Professional-At-Large

Chairman of the Board of Trustees

Ex-Officio Member

The Executive Board shall be responsible for operational policy that shall be carried out by the Staff Director. Personnel involved in day-to-day responsibilities shall ultimately report to the Staff Director. The Student Director shall work as closely as possible with the Staff Director in carrying out these responsibilities. ✓

RESPONSIBILITIES OF EXECUTIVE BOARD
OF ATLANTA URBAN CORPS

The Board has responsibility in the following areas:

1. The Board shall approve all Internship developments and shall determine the areas of Internship. It shall approve all new project areas for Internships.
2. The Board shall re-evaluate all Internships and remove or reassign Interns as it deems necessary upon recommendation by the Personnel Committee.
3. The Board shall maintain financial control over funds appropriated to the ATLANTA URBAN CORPS. Administration of said funds shall be the responsibility of the Staff Director.
4. The Board shall act as an appeal grievance board for all parties in the ATLANTA URBAN CORPS, including both Student Interns and the departments or agencies to which Interns are assigned.
5. The Board shall determine all policies regarding public relations and information releases.
6. The Board shall determine all educational policies of the ATLANTA URBAN CORPS upon recommendation of the Education Director.
7. The Board shall determine the policy concerning the placement of Urban Corps Interns in agencies.
8. The Board shall assume all responsibilities not herein specified that are deemed necessary to assure the success

of the ATLANTA URBAN CORPS.

9. All of the Executive Board policies and decisions are subject to review by the Board of Trustees as the Board of Trustees deems necessary.

CENTRAL OFFICE

Staff Director
Student Director
Other Professional Staff

- I. Secretarial: (4)
 - (1) Secretary
 - (1) Assistant Secretary
 - (1) Clerk
- II. Payroll: (3) (June - August)
 - (1) Fiscal Director
 - (2) Fiscal Assistant
- III. Internship Development: (4)
 - (1) Internship Development Director
 - (3) City, Federal, Non-Federal
- IV. Student Recruitment: (10)
 - (1) College Relations Board Chairman
 - (9) Campus Coordinator
- V. Financing: (2)
 - College Work Study Program
 - (1) Student Financial Aid Coordinator
 - Private
 - (1) Private Financial Aid Coordinator
- VI. Field Evaluation: (6) (June - August)
 - (1) Field Evaluation Director
 - (5) Field Staff
- VII. Public Relations: (2)
 - (1) Public Relations Director
 - (1) Public Relations Staff
- VIII. Atlanta Urban Corps Development: (2)
 - (1) Development Director
 - (1) Development Staff
- IX. Education: (3)
 - (1) Educational Director
 - (2) Education Staff

*to be handled
by Jay Fountain
& 1 intern*

*This should not be binding,
only a guideline!*

RESPONSIBILITIES OF THE CENTRAL OFFICE

The central office of the Atlanta Urban Corps shall be responsible for the normal day-to-day operation of the Atlanta Urban Corps. Specifically, it is responsible for:

1. Implementing the Internship Program.
2. Developing and administering the finances of the Atlanta Urban Corps.
3. Processing of Intern requests as directed by the Executive Board.
4. Processing of Student applications.
5. Maintaining public relations.
6. Coordinating the educational aspects of the Atlanta Urban Corps.
7. All other operational aspects of the Atlanta Urban Corps subject to the review of the Executive Board.

note: should this include recruitment?

ATLANTA URBAN CORPS COLLEGE RELATIONS BOARD

The College Relations Board shall be composed of one student representative from each of the Atlanta area participating colleges of the Atlanta Urban Corps. Said representatives shall be nominated by the preceding College Relations Board and approved by the Student Governments on the respective campuses. ?

The College Relations Board shall elect the Student Director, the College Relations Board Chairman, and the Internship Development Director. The College Relations Board shall have the power to remove any of its selections to the above positions by a unanimous vote of the Board. Above selections shall serve as ex-officio members of the College Relations Board. The College Relations Board shall nominate three non-operational members of Executive Board to the Board of Trustees.. ?

The Board shall advise the Student Director, College Relations Director, the Internship Development Director, and the Field Evaluation Director in all matters pertaining to the relationship between participating colleges and its students and the Atlanta Urban Corps. In addition, each representative to the Board shall be considered the Atlanta Urban Corps coordinator for his college and shall represent the Urban Corps on his own campus.

EDUCATION BOARD

The Education Board of the Atlanta Urban Corps shall be responsible for the educational aspects of the Atlanta Urban Corps. Specifically, the Education Board shall be responsible for:

1. The Board shall be responsible for making recommendations to the Personnel Committee and to the Executive Board concerning the educational aspects of the Internships.
2. The Board shall be responsible for involving the academic community in the program in a meaningful manner.
3. The Education Board shall recommend all seminars or additional educational courses to the Executive Board. It shall also be responsible for the development of course credit for said courses and utilization of existing courses for credit.

The education Board shall be chaired by the Education Director. The size and membership shall be determined by the Executive Board. The Student Director shall appoint all student representatives to the Education Board subject to the approval of the College Relations Board.

Placement?

PERSONNEL COMMITTEE

Members

Staff Director - Chairman
Student Director
City Internship Coordinator
Education Director
Field Evaluation Director
Internship Development Director
College Relations Chairman
Extra-City Internship Coordinator

~~Placement~~

RESPONSIBILITIES OF THE PERSONNEL COMMITTEE
ATLANTA URBAN CORPS

The Personnel Committee of the ATLANTA URBAN CORPS is generally responsible for the placement and evaluation of Interns. It makes recommendations to the Executive Board concerning all aspects of personnel relations. Specifically, the Committee is responsible for:

1. Make recommendations regarding internship positions to the Executive Board.
2. Approving the initial assignment of all Interns.
3. Reassigning those Interns that require reassignment.
4. Making recommendations to the Executive Board on the removal or reassignment of Interns.
5. Consider all problems concerning personnel relations between the Interns and their Supervisors.
6. The Personnel Committee shall act as the appeal board for all grievances, based on recommendations of the Field Evaluation Unit.

FIELD EVALUATION UNIT

The purpose of this Field Evaluation Unit is two-fold: to provide an independent evaluation of the performance of the student and the quality of the assignment, and to provide direct assistance to students and supervisors in the resolution of difficulties. Written field reports are compiled and are available to the institution or sponsoring agency for inspection.

Chairman of fld eval. unit should be
approved by exec. brd. & apptd by ?