

## BOARD OF TRUSTEES

The Atlanta Urban Corps Board of Trustees shall be composed of the outstanding leaders from the student, educational, business and government community in metropolitan Atlanta, including the following:

Student Body Presidents from Atlanta area colleges participating in the Atlanta Urban Corps.

College Presidents from Atlanta area colleges participating in the Atlanta Urban Corps.

The Directors, or their designated representatives, of agencies utilizing five or more interns.

The Directors, or their designated representatives, of agencies sponsoring two or more interns.

Staff Director, Student Director, College Relations Board Chairman.

Members of the Executive Board, and others deemed necessary by a majority of the Board of Trustees.

The term of membership of an individual on the Board of Trustees shall be one year beginning April 1 of each year.

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 meeting 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. These three shall include: one representative of participating college financial aid officers, one educator and one at-large.

## ATLANTA URBAN CORPS EXECUTIVE BOARD

Student Director

Student elected by College Relations Board

Student elected by College Relations Board

Student elected by College Relations Board

Program Director

Professional representative of Student Financial Aid

Officers of participating colleges

Professional Educator

Professional At-Large

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 closely with the Staff Director in carrying out these responsibilities.

All members of the Executive Board will automatically be members of the Board of Trustees.



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 reevaluate 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 and the Board of Trustees deems necessary.

## PERSONNEL

Staff Director

Student Director

- I. Secretarial: (3)
  - (1) Secretary
  - (1) Assistant Secretary
  - (1) Clerk
- II. Payroll: (1)
  - (1) Fiscal Director
- III. Internship Development (4)
  - (1) Internship Development Director
  - (3) City, Federal, Extra-city
- 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. Education: (3)
  - (1) Education Director
  - (2) Education Staff

As initial recruitment and intern development are accomplished these personnel may be shifted to field staff. The Staff Director shall appoint all personnel whose appointment is not specified. These appointments are subject to approval of the Executive Board.



## 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. Processing of Intern requests as directed by the Executive Board.
3. Processing of Student applications.
4. Maintaining public relations.
5. Coordinating the educational aspects of the Atlanta Urban Corps.
6. All other operational aspects of the Atlanta Urban Corps subject to the review of the Executive Board.
7. Development of intern positions in participating agencies.
8. Compiling and printing forms and brochures for use in the Urban Corps.

## 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 approve the Internship Development Director appointed by the Program 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 the Executive Board subject to the approval of the Board of Trustees.

The Board shall advise the Student Director, College Relations Director, the Internship Development Director, and the Field Evaluations Director in all matters pertaining to the relationship between participating colleges and its students and the Atlanta Urban Corps. 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:

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 exploration of course credit possibilities between participating colleges and students and also utilization of existing courses for use by interns.

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.

## PERSONNEL COMMITTEE

### Members

Staff Director - Chairman  
Student Director  
Intern coordinator from City Government  
Education Director  
Field Evaluation Director  
Internship Development Director  
College Relations Chairman  
Internship Coordinator from Extra-city agencies

### 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. Making recommendations regarding internship positions to the Executive Board.
2. Approving the initial assignment of all Interns.
3. Making recommendations to the Executive Board on the removal or reassignment of Interns.
4. Reassigning those Interns that require reassignment.
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 will be compiled and made available to the institution or sponsoring agency. Field staff members will routinely visit students at their work locations, conducting structured interviews with them and their supervisors.

A joint evaluation and recommendation report will be made on the entire program by the field evaluation unit and the Education Board near the end of the work period.