

Responsibilities

SCLC/WOMEN Advisory Committee

1. Approve major expenditures (vouchers).
2. Determine policy issues concerning involvement of SCLC/WOMEN in projects.
3. Provide guidance and direction for Project Director(s).
4. Keep Project Director(s) advised on policies, expenditures, directives, directly affecting PD's program responsibilities.
5. Make timely decisions so as not to impede effective program administration.
6. Evaluate effectiveness of Program and Project Director(s).
7. Account to grantors.

Project Director(s)

1. Make day to day administrative decisions relating to project management;
2. Recruit program participants;
3. Supervise clerical staff; assistance and volunteers;
4. Development and update of program components;
5. Training of key personnel;
6. Consult with Advisory Committee on expenditure, program needs; community concerns;
7. Advise Advisory Committee of potential problems, program feedback;
8. Represent the agreed upon position of SCLC/WOMEN;
9. Be loyal to SCLC/WOMEN's position.