

Monday April 23, 2012

Dear Applicant:

Thank you for your interest in joining GPI Board. In the following pages, we have provided an overview of GPI's structure as well as descriptions of each position. **We are looking for dedicated and enthusiastic individuals with creative ideas who are first and foremost passionate about poverty alleviation.**

Since its initiation in 2007, GPI has worked hard to fill the need we perceived for a broad international development (ID) student group on campus. We have organized a conference, an annual Poverty Action Week, numerous lectures, student projects, and now have field project in Mexico and India. GPI has a much broader role than a student group, however. We have brought the larger ID community on campus into closer collaboration and communication with each other, and serve as a starting point for students interested in international development to discover the growing range of ID resources at MIT.

If you are at all interested in getting involved with GPI this year, you are highly encouraged to come to our board meetings and get in touch with current officers. In GPI we particularly value new ideas and new perspectives, so if you have not been involved with GPI before, we welcome you to apply and hope you will be able to help us further strengthen the ID movement at MIT.

The application timeline is:

May 1st: Applications due to ptrepman@mit.edu, at 11:59PM

May 3rd-4th: Interviews and Selection

Phase I: Selection of Administrative Team and Team Directors; by exec and graduating officers

Phase II: Selection of Chairs and some Project Team Heads; by exec and graduating officers in conjunction with the newly selected directors (from Phase I)

May 5th: GPI Board Transitioning Brunch, 11:00am (location TBD)

May 5th-May 18th: Shadowing/Transition

If you have any questions, feel free to contact ptrepman@mit.edu. We look forward to receiving your application!

Sincerely,

Paula Trepman

Executive Director of Global Poverty Initiative

The Structure of GPI

GPI Board is structured to correspond to the organization's three main aims:

- **Education Team:** Works to inform the MIT community of issues relating to poverty and what people are doing to fight it by bringing in speakers and presenters.
- **Outreach Team:** Connects students, faculty, and organizations in order to share the resources and knowledge that each group specializes in. Reaches out to non-profit organizations and other colleges across the globe.
- **Action Team:** Works to give MIT students tangible opportunities to work on and create international development projects while still at MIT.
- **Komaza Team:** Produces a 16-page, full-color magazine 1-2 times each semester featuring the international development work of MIT students

Detailed descriptions of each board position are on the following page.

NOTE - while GPI board does have separate positions, we operate very much as a large group where anyone can contribute in any way they want. For example, if you are not on the education team, you can still plan events if you're excited about something. If you're not on the action team, you can still travel abroad if you hear about opportunities!

Officer Roles and Responsibilities

All officers are expected to:

- Attend and participate in all meetings
- Attend all GPI events, volunteer for booth
- Represent GPI in a professional and responsible manner
- Have a sincere and active interest in furthering the mission of GPI
- Respond promptly to all emails

Administrative Team gpi-exec@mit.edu			
Position	Role	Responsibilities	Skills Needed
Executive Director Paula Trepman ptrepman@mit.edu	Be the face of GPI and ensure that all GPI activities are promoting the organization's mission **NOTE – the Executive Director may be the face of GPI, but GPI belongs to all of its members. The Executive Director MUST be able to listen to the suggestions of all of its directors and members and design the organization to fit not only our mission, but also the needs of all of its members.	Call executive board meetings	STRONG interpersonal and communication skills
		Maintain close relationships with all directors, advisors, alumni association, and MIT's administration	Able to manage multiple groups and multiple tasks at once
		Take responsibility for GPI activities	Able to envision creative ways to achieve the goals of GPI, and work with group to execute ideas
		GPI is like an 18-unit class; the Executive Director MUST be able to dedicate 100%.	Leadership and vision to empower fellow officers to take ownership of GPI
			Able to balance decisiveness and open discussion of ideas
		Hold weekly/bi-weekly meetings to update all of board with what the different teams of GPI are working on	
Associate Director Victoria Okuneye victorio@mit.edu	Be the face of GPI when the Executive Director is not present, and manage membership and board development	Be knowledgeable about all GPI activities and initiatives	Strong interpersonal and communication skills
		Respond to membership inquiries and manage membership development	Able to initiate ideas and think creatively to achieve GPI's goals
		Works with Executive Director to ensure that all GPI activities are conducted in the spirit of the mission	Able to manage multiple groups and multiple tasks at once

		Assist board members with projects or event planning as needed	
		Work closely with the project team heads to make sure the action projects are running smoothly/on-track	
		Work closely with the Komaza Team to make sure the issues will be published on-time	
Director of Operations Ruby Maa rmaa@mit.edu	Manages logistical issues for the organization. This director is the Executive Director's right hand (wo)man, and is there to make sure all odds and ends are covered!	Sit in on committee meetings as needed	Able to pay close attention to detail
		Work with other board members to ensure the smooth execution of any GPI event	Able to plan ahead and handle multiple time-sensitive tasks at once
		Optimize efficiency of organization, help team directors manage and motivate their teams	Strong communication and interpersonal skills
Director of Finances Amie Guo amieguo@mit.edu	Maintain GPI's account and decide where funds are allocated within GPI.	Manage all GPI monetary transactions including expenditures and donations	Organized, efficient, and detailed oriented
		Writes up budget proposals to all funding sources	Excel skills highly recommended
		Communicate effectively with each team on budget allocations and team requests	Responsible and can handle multiple time sensitive tasks

Education Team

gpi-education@mit.edu

Position	Role	Responsibilities	Skills Needed
Director of Education Team Rajita Kumar rajita_1@mit.edu	Ensure that GPI reaches its goal to educate the MIT community about the issues of poverty and development and solutions that exist	Guide and manage programming chairs	Visionary and creative
		Educate board members about development issues and theory	Familiarity with general logistics and event planning Professional conduct—will be speaking with potential speakers and outside organizations
			Can manage and direct a small committee of 3-4 people Knowledgeable about a variety of poverty-related issues Responsible and can handle multiple tasks
		Oversee and work with programming chairs to design and implement creative ways to provide a comprehensive educational background of global poverty issues to the MIT community,	
Poverty Action Week Chair (new position)	Oversee planning and execution of Poverty Action Week through collaboration with the Director of Education, the Programming Chairs, Director of Finance, and Publicity Chair.	In the past, Poverty Action Week (PAW) has been an important event for GPI and for our campus, and we hope to make it even more powerful this year. The overarching theme is to highlight how students can fight poverty . Events and exhibits in the past have included poverty action-themed dorm study breaks, a giant globe with flags of organizations that are fighting poverty, and a global health think tank. The PAW chair will be in charge of planning and execution of these events	Visionary and creative
			Familiarity with general logistics and event planning Professional conduct—will be speaking with potential speakers and outside organizations
			Background with finances and budgeting and publicity is beneficial but not required

<p>Programming Chairs</p> <p>Susan Liang jliang3@mit.edu</p>	<p>Organize activities that educate the MIT community about global poverty issues and solutions.</p>	<p>Design and execute seminars and talks focused on health-related poverty issues throughout the year</p>	<p>Knowledgeable or willing to become knowledgeable about given track</p>
		<p>Maintain communication with speakers and organizations related to global health</p>	<p>Strong communication skills</p>
	<p>Coordinate student-faculty dinners with prominent faculty in international development</p>	<p>Plan monthly or semesterly student-faculty dinners to provide students with greater insight into the field of international development</p>	
		<p>Keep GPI updated on major issues (such as international development-related current events)</p>	<p>Visionary and creative</p>

Outreach Team gpi-awesome@mit.edu			
Position	Role	Responsibilities	Skills Needed
Co-Directors of Outreach Team Cynthia Chen cchen14@mit.edu Shawn Wen swen@mit.edu	Interacts with non-profits, MIT groups, and faculty to connect GPI and MIT students to international development opportunities	Guide Outreach Team members	Visionary and creative
		Respond promptly to requests from clubs and organizations regarding partnership	Invested in knowing everything MIT is working on in order to answer questions at any time
		Research and reach out to other relevant non-profits and MIT groups	Good networking skills – will be in contact with many outside organizations
		Represent GPI at MCN (Millennium Campus Network) meetings	Responsible, on top of email, and able to handle multiple tasks
		Implement STEM and ID-related curriculum as an after school activity in local public schools	Familiarity with general logistics and events planning
Communications/ Publicity Chair Amita Gupta amitag@mit.edu	Be actively engaged in communicating issues and events within the GPI community itself as well as with other student groups, faculty, administration, etc.	Compile monthly newsletter containing current international development news, GPI events, and other opportunities	Strong writing skills, visually oriented if possible (experience with InDesign/Illustrator a plus)
		Direct advertising efforts for GPI events via emails, poster, social networking, etc.	Orderly and timely
		Design materials for events such as the Orientation and CPW Activities Midways, International Development Night	Creative
Web Design Chair Marcela Rodriguez marcelar@mit.edu	Maintain and update GPI's web presence	Update GPI website with announcements	Orderly and timely
		Work with Project Development chair to develop online projects database	Creative
			Previous web design experience a plus

Action Team gpi-takeaction@mit.edu			
Position	Role	Responsibilities	Skills Needed
Director of Action Team Stephanie Lin slin@mit.edu	Develop and implement projects that create opportunities for MIT students to get actively involved in international development projects	Guide and manage the Action Team	Able to select and maintain a small number of extremely well-run projects within GPI
		Work closely with the board and community partners to develop sustainable projects that will allow GPI members to really become engaged with poverty and international development work (to go out there and “do” rather than just listen)	Can set milestone goals to reach with each project and make sure each project is run efficiently! Experience with poverty and international development projects a major plus
		Follow the progress and long-term development of each action project conducted by GPI	Comprehensive knowledge of poverty issues
		Work with all GPI board members to ensure that each GPI action project is publicized, sustainable, funded, efficiently conducted, sustainable, and makes a real impact	Visionary and creative, but practical with ideas
			Able to provide mentorship to project heads and project team members
			Strong communication skills—both written and speaking

<p>Director of Central Mexican Initiative</p> <p>Melissa Kornspan kornspan@mit.edu</p> <p>and</p> <p>Director of BoldSteps (India)</p> <p>Quynh Nguyen qpnguyen@mit.edu</p> <p>Amita Gupta amitag@mit.edu</p>	<p>Ensure continuity of previous action projects throughout the semester and over IAP</p>	<p>Guide and manage the head of the La Vaquita project, the head of the Queretaro project, and the IDEAS team</p>	<p>Comprehensive knowledge of poverty issues</p>
	<p>Serve as the key interface between our community partners and non-governmental advisers</p>	<p>Work with community partners and GPI board to develop and concrete timelines</p>	<p>Experience with poverty and international development projects a major plus</p>
	<p>Be an active member of one of the projects and/or the IDEAS team</p>	<p>Recruit members for the projects and for the IDEAS team</p>	<p>Culturally sensitive</p>
	<p>Find funding for future implementation trips to the community</p>	<p>Work with different GPI board members (academic relations, campus relations, membership development, funding sources) to obtain resources needed to execute projects</p>	<p>Experience with the Public Service Center a plus</p>
	<p>Be the lead interface to present the project at the service fair, during PAW, and at the ID Fair</p>		<p>Strong logistical skills – especially within developing countries</p> <p>Strong communication skills – both written and speaking</p>
<p>Project Development Chairs</p> <p>Elise Myers emmyers1@mit.edu</p> <p>Toks Fifo toksfifo@mit.edu</p>	<p>Act as a resource and mentor to students looking to do hands-on projects. Refer students to GPI contacts or help them develop projects and funding proposals.</p>	<p>Keep track of and follow up with members that are referred to other projects/people</p>	<p>Knowledge of resources and projects at MIT</p> <p>Strong communications skills – we are looking for ‘connectors’</p>
		<p>Develop projects database</p>	<p>Previous ID experience a plus</p>

Komaza Team

gpi-komaza@mit.edu

Position	Role	Responsibilities	Skills Needed
Editor Sudha Guttikonda sguttiko@mit.edu	Publish a 16-page, full-color magazine 1-2 times each semester featuring the international development work of MIT students (as well as alumni, faculty, affiliates); works with the Komaza Managing Director.	Create a timeline / editing cycle for every issue, and to ensure that writers, designer, and printer adhere to the schedule	Very organized with a dedication to producing Komaza issues
		Work with writers, contributing writers, editors, designer, and printer	Good teamwork skills, good motivational skills to get MIT students to write articles in a timely fashion
		Edit not only for grammatical and layout errors, but for content	Good writing skills, ability to see the big picture
Managing Director Dorothy Curran dcurran@mit.edu	Publish a 16-page, full-color magazine 1-2 times each semester featuring the international development work of MIT students (as well as alumni, faculty, affiliates); works with the Komaza Editor.	Manage a team of writers, contributing writers, and editors	Good teamwork skills, professional in all communications
		Apply for and secure funding for every issue	On top of deadlines
		Continue good relations with other international development groups on campus	Professional
Writers	To research and write the articles that are featured in each issue of Komaza.	Contact groups or people who have done international work and interview them	Knowledge of the international development community Forwardness and drive to contact people you may not know
		Write up article in timely fashion	Good writing skills Desire to learn more about the ID community
		Gather pictures to correspond with article	Organizational skills
		Work with managing director and editor to adhere to timelines	

