

Project MALE

Core Team Roles and Responsibilities (Jan – May 2017)

Project MALE (***Making Aspiring Leaders Excel***) is a collaboration of organizations and churches in Southern Dallas County united to create and support a student success program for African-American males ages 5 - 14.

Role	Role Responsibilities	Person Responsible
<p>Program Director</p> <p>(Program Director will identify other volunteers to serve on committees to assist with execution of suggested responsibilities.)</p>	<ul style="list-style-type: none"> • Goals and Objectives: Develops a clear mission and vision for the program with stated goals and objectives required to achieve them. • Program Management: Ensures that all Core Team Leaders know their roles and responsibilities, and provides the necessary training and accountability measures to prepare them for those responsibilities and expectations. • Alliances and Partnerships: Works with Core Team Leaders to collaborate with other organizations that share our mission, embrace our goals, and have a vested interest in the program's long-term success. • Program Planning: Creates a realistic plan for a cost-effective, long-term program (i.e., results-driven funding strategy, sound budgetary process, logistics, operational guidelines and procedures, etc.). • Program Due Diligence: Reviews and understands program expectations and works with others to ensure safety, legal, and other requirements are met. 	<p>Odell Brown, CIA, CPA, PHR</p>

	<ul style="list-style-type: none"> • Communications and Marketing: Works with other Core Team Members to build and maintain a communications and marketing platform focused on informing and engaging key stakeholders. • Program Evaluation: Conducts timely and effective program and student evaluations and report the results to appropriate audiences. 	
Program Content/Curriculum	<ul style="list-style-type: none"> • Program Content: Works with instructors, mentors, and volunteers to develop a blending learning curriculum for the students with content that engages and intellectually challenges the students, parents, and/or other stakeholders with a variety of topics. • Works with the Parent Engagement Team to ensure coordination of topics and to provide helpful tools to facilitate parent/student conversations to reinforce classroom learning. 	Dr. Jennifer Wimbish
Community Engagement	<ul style="list-style-type: none"> • Interprets Project MALE goals, objectives, accomplishments and needs to the agencies, organizations, and other entities in the Dallas Community. • Coordinates with Dallas-area school district liaisons to promote Project MALE, recruit students, and establish win-win linkages (see School District Liaisons below). 	Dr. Jennifer Wimbish

	<ul style="list-style-type: none"> • Identifies and coordinates with other major stakeholders (e.g., churches, ministerial alliances, civic and social organizations, etc.), for expansion of Project MALE programs. • Identifies potential sponsorships and works with other appropriate Core Team Members for resolution of funding efforts. 	
School District Liaisons	<ul style="list-style-type: none"> • Identifies and recruits students from its respective school district for Project MALE. • Ensures sufficient transportation is arranged to transport those students to Project MALE sessions and other scheduled activities. • Assists with recruiting and engaging parents of your students registered students in Project MALE activities. • Advises the Core Team of your district's challenges, restraints, policies, timelines, schedule, etc., that impact the program. 	Dr. Lamont Smith (LISD) Alicia Williams (Desoto)
Sponsorships	<ul style="list-style-type: none"> • Identifies and obtains possible funding sources. • Works with the Budget and Finance Team to maintain appropriate accounting records, including receipt, deposit, reporting, and timely, required feedback to the sponsoring organizations. 	Dr. Jennifer Wimbish

<p>Parent Engagement</p>	<ul style="list-style-type: none"> • Develops parent curriculum and facilitates monthly discussions for the Parent Group. • Identifies and provides internal and external resources of interest to parents. • Ensures parents' needs and concerns for their children are being addressed. • Works with Instructors to provide helpful tools to facilitate parent/student conversations to reinforce classroom learning. • Development strategies to maintain and enhance parent involvement. 	<p>Dr. Katie Johnson</p>
<p>Logistics Coordinator (Works closely with Program Director)</p>	<ul style="list-style-type: none"> • Handles communications with transporters and host facility to ensure timely access and adequate space for execution of program activities. • Manages meal services for students, parents, and volunteers. • Coordinates transportation for special activities. • Coordinates with volunteers for clean-up for monthly sessions and special activities. • With the assistance of the Program Director, handles the collection, printing and distribution of copies, bags, and pertinent materials required for monthly sessions and special activities. 	<p>Ciceli Mayo</p>

	<ul style="list-style-type: none"> • Observes classroom facilitation as well as interactions between Instructor, Mentors, and students and provide relevant feedback as appropriate for continued improvement. • Assists with the assignment of volunteers, including Student Ambassadors. 	
Budget and Finance	<ul style="list-style-type: none"> • Maintains appropriate accounting records of income, expenses, and other financial activities. • Establishes procedures for issuing checks for expenditures and pays all bills in a timely manner. • Maintains appropriate information pertaining to tax and 501c3 status. • Prepares monthly updates and year-end reports and financial information as required. 	Roz Gordon
Student and Parent Registration	<ul style="list-style-type: none"> • Coordinates overall registration of students and parents. • Works with Instructors to maintain overall attendance records of students and parents. • Works with other team members to establish an online registration process for parents. • . 	Jarlene Decay
Student Incentive Program	<ul style="list-style-type: none"> • Directs the Student Incentive Program, including the communication and execution of the program. • Works with other Core Team Members to obtain incentives for the Student Incentive Program. 	TBD

<p>Volunteer Engagement</p>	<ul style="list-style-type: none"> • Identifies resources for volunteers for mentors, instructors, and other programming areas. • Develops strategies for reaching out to potential sources for volunteers. • Speaks with various groups and organizations to promote Project MALE to engage additional volunteers. • Develops plans for utilizing services of youth groups as volunteers for selected program activities. • Coordinates community service projects, such as socks and cards for veterans, etc. • Assists with onsite registration of students and parents as needed. 	<p>Wanda Smith</p>
<p>Media</p>	<ul style="list-style-type: none"> • Directs outreach efforts to social media, TV, radio, and public service announcements to schools and other project partners. • Coordinates with Program Director for internal and external communications regarding newsworthy events. • Communicates with key partner agencies, church leaders, sponsors, and potential funders to disseminate information for funding purposes. • Assists other Core Team Members in providing appropriate documentation to solicit additional funding. 	<p>Carole Mayo</p>

For additional information: See www.projectmaleprogram.net.

Date: January 31, 2017

Project MALE Planning Team Members

Core Team Members:

- Odell Brown: Program Director
- Community Engagement: Dr. Jennifer Wimbish
- School District Liaisons: Dr. Lamont Smith (Lancaster); Alicia Williams (Desoto)
- Parent Engagement: Dr. Katie Johnson
- Logistics Coordinator: Ciceli Mayo
- Budget and Finance: Rosalind (Roz) Gordon
- Registration and Student Incentive Program: Jarlene Decay
- Volunteer Engagement: Wanda Smith
- Media: Carole Mayo

Planning Team Members by Stakeholder Affiliation:

- Lancaster ISD:
 - Dr. Lamont Smith
 - Gregory Primus
- Desoto ISD:
 - Alicia Williams
 - James McBride
- Antioch Fellowship Missionary Baptist Church:
 - Odell Brown
 - Dr. Katie Johnson
 - Dr. Ryan Thornton
- Inspiring Body of Christ Church:
 - Jarlene Decay
- Concord Baptist Church:
 - Dr. Jennifer Wimbish
 - Wanda Smith
- Cedar Valley College
 - Jarlene Decay
 - Bob Stewart
- Project MALE Lead Instructors:
 - Rodney Jackson
 - Dr. Ryan Thornton
 - Greg Primus
 - James Mitchell
 - Courtney Brazile
- Delta Sigma Theta—Dallas Alumnae Chapter
 - Dr. Jennifer Wimbish
 - Carole Mayo
 - Rosalind (Roz) Gordon
- Lancaster Ministerial Alliance:
 - Minister Carlon D. Terry
- Parent Group:
 - Dr. Katie Johnson
 - Ciceli Mayo