

The Support Network Description

The Support Network, a 501(c)(3) non-profit, helps address and promote student mental health and well-being through the implementation, development, and collaboration of peer support initiatives in high schools and colleges. This non-profit is an umbrella organization to 7 student-led organizations on college campuses and 1 student-led organization at a high school. In total, this represents 1,000+ signed up student participants, ~150 trained Weekly Group facilitators and 25+ student Directors.

While the organization's expansion efforts have been intentionally focused to date, there has been inbound interest from 75+ colleges and high schools. Further, this organization has been recognized by Mental Health America, The Jed Foundation, CNN, Wall Street Journal, U.S. News, The Huffington Post, Desert News and others.

Key Responsibilities

- Serve as lead Advisor on one Coverage Area and supporting Advisor on one Coverage Area. This may also include overseeing any external consultants, contractors, and student Directors, as applicable. Coverage Areas include:

- <i>Campus Onboarding & Launch Essentials</i>	- <i>Evaluation & Insights</i>
- <i>Training & Existing Campus Development</i>	- <i>Finance & Fundraising</i>
- <i>Marketing & Design</i>	- <i>Governance, Administrative & Legal</i>

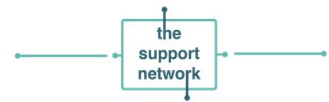
- Please see the "Strategic Priorities" document for more specific responsibilities and their respective anticipated time requirements
- Partake in fortnightly Board meetings; vote and provide feedback on key projects
- Serve as a brand ambassador to The Support Network, including potential conferences, campus visits, advocacy and fundraising opportunities

Term Commitment

- 4-6 hour / week commitment (incl. calls and video conferences)
 - We hold board meetings once every two weeks [on Sunday evenings or other mutually agreed upon time] and those are typically used as project deadlines / discussion forums.
- This commitment is part-time and expected to be next to other full-time jobs/commitments. As such, and without a full-time employee, the role requires independence and self-driven initiative
 - We expect that you will work with us to further refine and then prioritize responsibilities
- Term expectation of 2+ years, but evaluation at the end of 2020, with consideration of the organization's evolving needs and the Advisor's contribution

Collaboration Expectations

- Across our team, we raise problems quickly, work together to build out ideas, are supportive, open, and honest about what we can or can't take on in a given week. We hold each other accountable to deliver on action items on time and come prepared to meetings. Apart from regular video conferences, our main form of communication is Slack.
- You will have 1-2 key fellow Advisory Team members for most workstreams. This is intentional for accountability and more efficient problem-solving.
- If you are unable to deliver on an agreed upon deadline, the expectation is at least 48 hours notice so that action items or support can be amended as needed



How Do We Help?

Holistically, the Advisory Team’s offering can be seen as three parts: “Launch”, “Develop” and “Collaborate”.



Transition Milestones

Within the Advisory Team, we use the below framework to “divide and conquer” responsibilities, while ensuring accountability (Each coverage area will have 1 Lead Advisor and 1 Supporting Advisor). While this may seem like a wide number of responsibilities, there are numerous existing resources and also outsourcing opportunities. We’ve drafted a few representative items, but these are not fully inclusive and are subject to change. We very much welcome your input in shaping this role.

	Administrative Milestones
TSN Board / Organizational Knowledge	<ul style="list-style-type: none"> - Read The Support Network Blueprint - Familiarize yourself with the website and Google Drive materials - Hold intro calls with at least one former Director, former Leader and former Member - Review all campus’ social media platforms - Review The Support Network style guide - Read and review leader training materials
Administrative	<ul style="list-style-type: none"> - Set email signature / linkedin - Provide website bio & professional headshot
Community Integration	<ul style="list-style-type: none"> - Join TSN Slack and respective channels - Hold introductory calls with key points of contact

See next page for more specific Coverage Area responsibilities.

TSN Advisory Team // 2020 Role Overview



Advisors are expected to lead one Coverage Area and support on one Coverage Area. This may also include overseeing any external consultants, contractors and student Directors, as applicable. The "Strategic Priorities" document outlines more specific responsibilities and anticipated time requirements.

Coverage Area	Day 30	Day 60	Day 90
Onboarding & Launch Essentials	<ul style="list-style-type: none"> - Fully understand Blueprint - Perfect the pitch "TSN, mission, and offering" - Organize all templates - Launch CRM 	<ul style="list-style-type: none"> - Revamp the requirements checklist for prospective campuses - Create and track a monthly checklist for launching campuses 	<ul style="list-style-type: none"> - Document challenges/ solutions of new campuses
Training & Continued SN Development	<ul style="list-style-type: none"> - Learn about all existing campus Support and existing Training - Hold intro calls w/ all Executive Directors 	<ul style="list-style-type: none"> - Identify shortcomings in student Weekly Group experience and Leader Preparation 	<ul style="list-style-type: none"> - Create a revamped Training Guide and schedule
Evaluation & Operations	<ul style="list-style-type: none"> - Familiarize yourself with all surveys (pre / post-Member and Leader preparation) - Hold intro calls w/ all Directors of Operations 	<ul style="list-style-type: none"> - Identify one additional strategy to optimize the evaluation process (more feedback, higher quality feedback) 	<ul style="list-style-type: none"> - Identify one additional strategy to improve convenience of student experience - Determine digital strategy (e.g. TSN app, internal website)
Marketing & Design	<ul style="list-style-type: none"> - Familiarize yourself with the Google Drive and key documents (templates, style guide, website, logos, etc.) - Hold intro calls w/ all Directors of Marketing and Anja 	<ul style="list-style-type: none"> - Compile list of existing campus marketing best practices - Understand current marketing, web and design challenges - Oversee TSN's social media presence (w/ Anja) 	<ul style="list-style-type: none"> - Foster collaboration and shared resources between campuses - Build external relationships with aligned organizations for cross-promotion
Fundraising & Finance	<ul style="list-style-type: none"> - Align on quarterly fundraising goals - Familiarize yourself with finance/ reimbursement policies - Hold intro calls w/ all Directors of Development 	<ul style="list-style-type: none"> - Identify major funders in college / young adult mental health - Manage relationship w/ "Daily Crunch" and seek other potential aligned corporate sponsors 	<ul style="list-style-type: none"> - Apply to at least one grant - Secure funding for in-person Director retreat and campus trips
Governance, Administrative & Legal	<ul style="list-style-type: none"> - Familiarize yourself with board bylaws / responsibilities and requirements - Contribute at least one agenda item to the bi-weekly advisory calls - Hold intro calls w/ all campus administrators 	<ul style="list-style-type: none"> - Lead Advisory Team meetings 	<ul style="list-style-type: none"> - Determine timing for launch of expert advisory board