

BRIEF JOB DESCRIPTIONS OF PERSONNEL
IN ATLANTA
OFFICE

Executive Secretary--
JAMES R. FORMAN

Directs the overall operations of the organization. Frequently represents the organization in the press and when asked, while traveling to raise funds, etc.

Forman's Secretary--
JUDITH RICHARDSON

Answer all incoming letters to Forman and take dictations. Also handles his calendar, confirms engagements, etc.

Northern Coordination Dept:
DINKY ROMILLY

Handles all work with off-campus Friends of SNCC groups and directs the answering of all "thank you" letters, special mailings, and special projects.

BETTY GARMAN--

Handles all work with Northern Campuses and campus Friends groups. She is presently developing fund raising mechanism on campuses.

Receptionist Department
JAMES Howard E. BOLTON

"BOY FRIDAY" Mans the telephone from 9-7p.m. (usually later). Acts as unofficial office manager and answers contribution letters.

NANCY STEARNS

WATS line operator. Takes messages (and records them). Clips newspapers for the Research Department.

Southern Department
Southern Campus Coordinator--
BILLY (WALTER) STAFFORD

Handles all work with Southern College Campuses and directs campus travelers.

Conference Coordinator--
ROBERTA YANCY

Coordinating a series of state or regional conferences for southern students, as well as making initial plans for Fall and Spring Conferences.

Administrative Sec. --
RUBY D. SMITH ROBINSON

Maintains file on all Personnel, handles incoming requests from job applicants and scholarships . . . reads and responds to all field reports from staff., etc. (see personnel committee minutes).

Staff Coordinator --
WORTH W. LONG

Coordinates staff activities, training programs, aid in coordination of special projects, i. e. Freedom Days, etc. (see personnel comm. minutes)

Finance Department--
MRS. BETTY MILES

Accounts for all expenditures (balance books)
Reconciles project accounts, general checking
account, etc. Also makes entries in books for
receipts and expenditures.

MRS. SHESSIE JOHNSON--

Makes daily entries in receipt book, makes bank
dept., writes all checks, maintains petty cash
fund, handles payroll, reconciles 3 bank accounts.
Also responsible for payment of all bills.

Production Department
WILSON BROWN --

Runs the printing press (assisted by Suckle)
for all literature and Student Voice. Also
is in charge of packaging such literature.

WILLIE MC CRAY--

Takes care of all mailing, shipping and sees
that the office is kept clean. Also, makes
sure that the building is closed or provisions
for the same is made before he leaves.

LAVERN LILLY--

In charge of stencils for mailing lists: typing
grouping, inking. Also types copies of receipts
for mailing purposes.

THELMA PRICE--

Assists Southern office in typing, keeping records,
etc.

BOND, HORACE J Director of Communications, oversees operations of others in the Department - writing, production, et cetera. Writes most press releases, STUDENT VOICE, many letters (especialy to Congressmen, Justice Department, C R Commission, et cetera, talks to newsmen, visiting firemen, et cetera.

KING, MARY E. Maintains Communications files (pictures, press releases other), writes press releases, STUDENT VOICE, letters, talks to newsmen and visiting firemen, et cetera.

DEMUTH, JERRY handles layouts, make-up, has written several articles, et cetera. (He and Suckle split them).

STEARNS, NANCY Handles WATS line, funnels messages, is first step in getting information into office.

SUCKLE, MARK Head of Production Department, oversees work there, lays out STUDENT VOICE, directs printing of all materials, does many layouts. (He and Demuth split them)

NAKAWATSE, ED Primary task is folding materials (leaflets, folders, STUDENT VOICE, helps Suckle and DeMuth lay out materials proofreads STUDENT VOICE.

McNAMARA, NORRIS Photographer, travels to field, takes pictures, records the movement, is trying to develop a corps of SNCC photographers in the field.

WAKAYAMA, TOM Handles darkroom, does a few layouts.

TILLOW, WALTER
B Runs addressograph machine (for STUDENT VOICE, press release mailings, works in research. (see Minnis report)

SAYRE, MICHAEL works in research (see Minnis report)

MANNING, RICK works in research (see Minnis report)

MINNIS, JACK research director (see Minnis Report)

BOND, JAMES runs printing press, drives car for printing department et cetera