

"Who Does What In Atlanta "

Because of the lack of information about each person's responsibility in the Atlanta office towards the field staff and Friends of SNCC groups, the NORTHERN COORDINATION office has compiled a list describing the functions of each office, and the person's responsibility within the offices for the use of all staff people and Friends of SNCC groups.

We encourage you to use the list for information or assistance in any area of relations.

COMMUNICATIONS DEPARTMENT - Provides communication between the South and the North through the STUDENT VOICE. In the past this publication has been made up largely of news items, but in the future issues we hope to present an analysis of situations, surveys of geographical areas combined with SNCC's work there and articles written by the field staff. This, we hope, will enable the Northern support groups to relate more intimately to SNCC's work in specific area projects and, at the same time, provide the field staff and members of Southern communities with information about other communities and projects.

Also, the Communications Dept. issues SNCC news releases to a wide range of active press, many located in the North, and feature articles of a general nature about the South through THE SOUTHERN REPORTING SERVICE.

Available from the COMMUNICATIONS DEPT. are news releases, copies of the STUDENT VOICE, and information on articles appearing in the STUDENT VOICE.

Requests for material and information should be be directed to : Julian Bond- Communications Administrator
Ruth Howard - writes articles, prints posters etc.
Rob Wood - writes articles, prints posters etc.
Fay Bellamy - writes press releases

RESEARCH DEPARTMENT

Jack Minnis - Research Administrator
reads and clips national and international articles
(New York Times, Washington Post, Congressional Record etc.

John Perdew - Research on Mississippi
Ginny Tieger - Research on Arkansas, a) clip papers
b) answer field requests
Buddy Tieger - Same on research in Alabama

Mike Bayer - Research on Georgia
Molly Hagan - secretary, organizing materials used in Research Dept., orders useful publications etc.
Brenda Usher - general secretary
Geraldine Williamson - typing and adding

NORTHERN COORDINATION DEPARTMENT

- Betty Garman - works specifically with 10 Northern offices; works with them on programs (fund raising), deals with financial problems and personnel problems, handles correspondence with the offices as well as with people in those offices (including students).
- Esther Heiftz - works specifically with Friends of SNCC groups, handles correspondence with Friends of SNCC groups, student FOS groups.
- Margaret Lauren - works specifically on Northern Support. Writes memo's and sends out information on boycotts, demonstrations, political support, and so forth. Handles all information and items on which Northern support needs to be obtained, e.g. Hammermill boycott; MFDP and Freedom Young Dems support etc.
- Shirley Wright- gathers and relates information from the field for the Friends of SNCC and Northern offices, handles specific requests for information from Northern groups; generally relating to the field people in SNCC on behalf of our support groups, eg. relaying information to the field, collecting it, etc. "Keeper of special mailing lists" and responsible for sending monthly mailings to churches, labor groups, other organizations, Congressmen, adult contacts, etc.

PRINTING DEPARTMENT

- Clifford R. Robinson - Handles business for Print Shop; runs addressograph machine.
- Wilson Brown - runs the presses
- Mary Ann Shupenko - handles correspondence for the print shop and STUDENT VOICE.
- Jerry DeMuth- Writes copy, layout for brochures, reprints etc.

PHOTO DEPARTMENT

- Joffre Clarke- photographer
- Rufus Hinton - photographer
- Jeanne Breaker - secretary to photographers; Jeanne encourages requests for photo stuff if any project or Northern office needs the material.

WATS DEPARTMENT

- Barbara Brandt - calls field, takes WATS reports; raises bail mails out WATS reports and other items of interest to the field.

BOOKKEEPING DEPARTMENT

- Sheslonia G. Johnson - SNCC Treasurer, head of bookkeeping.
- LaVern Lilly Neblett - bookkeeper, in charge of airline tickets etc.

Ruby Doris Smith Robinson - charge of cars (Sojourner Motor Fleet)
- charge of personnel

Sandra Stovall - receptionist and secretary to John Lewis

Mildred Forman- Office Manager; orders supplies for Atlanta staff; assigns work to extra help (visitors etc.) tries to keep office on a functioning basis. Ha! Also opens letters and distributes them to staff folk.

Myrna Wood- Coordinates the libraries in Atlanta for distribution in the South. Also helps in Research Dept.

Sherron Jackson - Works on Freedom Schools; general typing (some-time)

Frank Halloway - Assistant office manager; gathers material and/or supplies for those who might need. Helps in Print Shop.

Executives of SNCC Based out of Atlanta

Chairman,

John Lewis - " First of all, in a very modest way, I can do almost anything I put my mind, body, and soul to. Seriously speaking, when I am in the field, I do what other field staff members do; that is, knocking on doors talking and encouraging the people, speaking at mass meetings and prep rallies in the South, attending fund raising events in the North (Luncheons, cocktail parties), participate in direct action, marry SNCC staff and former staff. Make public statements from time to time on issues involving SNCC, or the civil rights movement. Call meetings of the Executive Committee; attend civil rights conferences involving other civil rights organizations, etc."

Jim Forman - Executive Secretary,
Principal fund raiser for SNCC;
Responsible for the Northern offices; travels in North; tries to attend staff conferences in South.
Works in Atlanta in respect to whatever has to done.
Participates in Direct Action moves.

Cleveland Sellers - Program Director,

" We are trying to develop the job (Program Director) into a program department. At this point there are seven program secretaries in the department (Muriel Tillinghast, Atlanta; Roy Shields, S.W. Georgia; Robert Fullilove, Atlanta; Jimmy Jones , Ark; Doug Smith, Mississippi; Bob Smith, Miss.; Ed Brown, Miss.; Silas Norman. Alabama)
The job consists of being accessible to talk about the needs and problems of the field and try to offer a solution to the problems and satisfy the most reasonable needs. The department will also try to develop new programs.

Cleveland Sellers Cont.

We will examine old programs, revise the ones that can be used, and discard the obsolete ones. We are very much interested in all ideas or suggestions on programs that originate on the project or in the Northern offices. We fell that through a functioning program dept. we can develop some type of communication network between projects, northern offices, and even between staff."