



Island Fellow Advisor Roles and Responsibilities

Island Fellow Advisors provide the supervision, technical assistance and support necessary for the Fellow to most successfully complete designated projects. Although the Island Institute employs the Fellows, the Advisor provides the most direct supervision of the Fellow and will be the person who has the most interaction with the Fellow and who will answer most of their project-related questions.

It is important that Advisors establish some form of regular communication with the Fellow early in the Fellowship. The Fellows Program has found weekly one-on-one meetings/check-ins to be an important and successful way to introduce Fellows to their projects and the community and to monitor projects throughout the course of the fellowship. Initial meetings are also helpful in determining what additional training the Fellow may need in order to most successfully complete their projects. Advisors will be asked to assess a Fellow's skills and determine any additional training that may be needed.

All of the Island Fellows gather for quarterly meetings held at various placement sites throughout Maine. Training dates are determined at the beginning of the year in an attempt to avoid time/scheduling conflicts. Most of the training days will consist of professional development around facilitative leadership, volunteer management, grant writing, and project development. If interested, Advisors are welcome to attend any sessions.

The Fellows term of service begins on Monday, September 15, 2008 and ends on Friday, September 11, 2009. Fellows participate in an Orientation Program during their first week of service, and begin work at their placement sites on Monday, September 22, 2008. Fellows who are placed with schools, however, may begin their fellowships in early September - therefore, completing their fellowship in late August – in order to be present at the opening of school. In rare cases, Fellows may begin their service later in the year; but this will be determined on an individual basis by the host site and the Community Development Director.

When Fellows arrive on-island, Advisors should set aside time to orient the Fellow to the community and project(s)- sitting down with the Fellow to discuss projects and determine a basic time-line for their term of service. The beginning months can be overwhelming for both the Fellows and the Advisors. Again, it is vitally important that everyone meet regularly during the first months to ensure that project expectations are clear and that the Fellow is completing tasks to the Advisor's satisfaction. We realize that it takes a lot of dedication and work on the part of the Advisors to have a Fellow placed on the island, and we want to ensure that a positive and productive collaboration between the Advisor and the Fellow is established from the beginning of the placement. The Community Development Director will conduct site visits within the first

two months of a Fellow's term of service, meeting with both the Advisor and Fellow to discuss the progress of the project(s), and ensuring that things are flowing smoothly with the placement.

Reporting Requirements for Fellows and Advisors

In order to ensure that projects are progressing satisfactorily and most effectively, Fellows and Advisors will be submitting periodic reports to the Island Institute. The Fellows will complete most of this reporting themselves, however, the Advisor and the Fellow will complete a few evaluations collaboratively, and Advisors and Fellows are responsible for completing three (3) evaluations independently. Advisors should be aware of the Institute's reporting requirements so that they can best understand the Institute's expectations for Fellows, and the methods used by the Institute to provide supervision of the Fellows. It is vitally important that both the Fellows and Advisors are in regular communication with the Community Development Director and that any conflicts or challenges are dealt with in a timely manner.

Job Description/Request for Fellows: Fellows and Advisors Collaboratively

Due: recommended within the first 4-weeks of the placement.

Within the first four weeks of the placement, the original job description that was submitted by the host site when applying for a fellow should be reviewed, updated and expanded. This requirement serves as a catalyst for Fellows to meet with their Advisors and the Community Development Director to clarify goals and priorities.

Check-Up Visit: Fellows, Advisors, and Fellows Program Director

Due: approximately 2-4 weeks into the placement

The initial adjustment process is one of the most challenging, but also one of the most important, parts of a placement because it sets the tone for the success of the fellowship. As a result, the Community Development Director will conduct a visit with the Fellow and Advisor approximately 2-4 weeks into the placement to discuss how the placement is progressing and identifying any additional support that the Island Institute can offer.

Monthly Progress Reports: Fellows

Due: the first week of the following month.

As a way to continually update the Institute on projects and their accomplishments, Fellows submit monthly reports to the Institute. These are due at the end of the first week in the following month and offer a brief update on how projects are progressing and any news from the islands.

Quarterly Progress Reports:

Fellows

Due: December, March, June and August

At the conclusion of each quarter, Fellows aggregate their monthly reports into a quarterly progress report that details project accomplishments, progress or support needs, and ways that the Fellow has been involved with the community. These reports allow the Community Development Officer to maintain regular communications with the Fellows and provide critical information about the host community to inform the design and evolution of programs at the Island Institute. The reports also allow the Institute to assess the Fellows Program's success in arranging a placement that contributes to both the Fellow's professional development and the meeting of goals within the host community. Finally, the reports also serve as an informational resource when communicating the substance of the Fellow's work to external audiences. A copy of the progress report format will be provided at the orientation.

Portfolios:

Fellows

Due: At the completion of service.

Upon the completion of service, Fellows are required to submit a portfolio that compiles their work over the past year, detailing their accomplishments, the methodology used for projects, and any materials or resources that the Fellow has produced for use in their projects. The portfolio will serve as an educational tool for future fellows, communities requesting assistance in future projects, and Island Institute staff. Fellows will be required to complete 2 portfolios (one for themselves, and one for the Institute). More information will be provided during the orientation

Evaluations:

Fellows and Advisors, individually

Due: see below

Advisors and Fellows are asked to complete three evaluations of the Fellow throughout the year: an informal evaluation within the first three months of the placement; a mid-year evaluation due in March; and a final, end-of-year evaluation in August. Advisors and Fellows will complete separate evaluations. These separate evaluations will be compared to determine whether the Advisor and Fellow are working well together, communicating needs and objectives effectively, and if there are areas for improvement in the Fellowship. These evaluations serve as a learning tool and an opportunity for constructive criticism and professional development. Evaluations will be provided to Fellows at the orientation. The Community Development Director will provide Advisor evaluations during a visit prior to the Fellows' arrival.

3 – Month Evaluation:

Due: January 9, 2009

The 3-month evaluation is a useful tool for providing constructive criticism and professional development feedback for the Fellow, and an opportunity to ensure that any concerns of the Fellow, Advisor, or host community are resolved early in the fellowship.

Advisors will be asked to evaluate the Fellows professionally, as well as to evaluate how the Fellow is integrating into the community. The Fellows will be asked for an evaluation of their

projects, host sites, and the Island Institute. It is very important that both the Fellow and the Advisor be as honest as possible in these evaluations: the information shared helps the Institute continuously improve in providing support for the Fellow and the community. The Community Development Director will be available to help resolve any conflicts and challenges that may arise within the Fellow placement.

Mid-Year Evaluation

Due: March 6, 2009

Fellows and Advisors will individually complete a Mid-Year evaluation. At this time, Fellows will be asked if they would like to stay with their fellowship for a second year. If so, the Fellow must submit a proposal for their second year. If not, the Fellow will propose a plan for completing the tasks for the year. Advisors will be asked to evaluate the Fellow and the Fellow's ability to meet the needs of the project as well as the Fellow's ability to integrate into the community.

End-of-Year Evaluation

Due: August 28, 2009 or upon the Fellow's completion of service

The Final Evaluation, for both Fellows and Advisors, is a reflection on the past year as well as a status report on the projects that were undertaken during the Fellowship. For first-year Fellows, this is an opportunity to revisit the original work plan and evaluate priorities for the coming year. For Fellows completing their term of service, this evaluation should offer constructive criticism of their experience, and detail the status of projects that may be undertaken by the next Fellow.

Fellows Program Policies and Guidelines

Advisors are expected to be aware of the policies and guidelines of the Fellows Program to which Fellows must adhere.

Final Presentations

In August, all Fellows and Advisors will gather for a final dinner/celebration of their fellowship year. Island Institute staff, the Island Institute Board of Directors and individual donors will be invited to attend. Some Fellows will be asked to speak about their fellowship experience. Advisors will also be asked to provide a short thank-you and summary of key accomplishments by the Fellow, and the added value provided by the Fellow to the community. More information about this event will be provided at the orientation meetings.

Published Articles

During the course of their fellowships, Fellows may be asked to write an article for one or more of the Institute's publications. This is a valuable way to provide a targeted external audience with an in-depth look at fellowship accomplishments, as well as to provide coverage of

important island events. All Fellows are asked to report on the annual town meeting for the Working Waterfront News, additional assignments are dependent upon the Fellows' interest and availability.

Workshop/Conference Presentations and Reports

Subject to the approval of the Community Development Director and the Fellow's Advisor, a Fellow may request to attend local conferences, workshops or seminars that relate directly to their projects. The Fellows Program will contribute to the expense of attending one professional meeting or conference during the course of the placement. We encourage Fellows to use this opportunity to make a presentation at a conference, but they are not required to do so. Fellows may also be asked to share the information they've learned through a presentation at the Institute.

AmeriCorps Approved and Prohibited Activities

Some of the Island Fellow placements have received an AmeriCorps grant through the Training Resource Center's Community Response Corps. This grant provides an education award for the Fellow in addition to training opportunities. However, the grant also stipulates some constraints on the Fellows' activities. Although this has never led to any problems, it is important that Advisors are aware that some activities are prohibited or limited because of the Americorps grant. To participate in this program, the Fellows also must attend a two-day orientation event in October. Please check with the Community Development Director to confirm if your Fellow's placement is subject to the constraints listed below.

The following are approved and prohibited activities under AmeriCorps:

Fundraising

a. Approved AmeriCorps Activities. Fellows may raise funds directly in support of service activities that meet local, environmental, educational, public safety, homeland security, or other human needs. A maximum of 170 hours/year may be spent on grant writing and fundraising. Examples of fundraising activities that Fellows may perform include, but are not limited to the following:

- i. Seeking donations for books from companies and individuals for a program in which volunteers tutor children to read;
- ii. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- iii. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- iv. Securing financial resources from the community to assist a faith-based organization in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of the faith based organizations; or
- v. Seeking donations from alumni of the program for specific projects being performed by current members

b. Prohibited AmeriCorps Activities. A Fellow's service activities may not include the following:

- i. Raising funds for his/her stipend
- ii. Raising funds for an organization's operating expenses or endowment
- iii. Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National Service
- iv. Writing grant applications for funding provided by any other federal agencies

Island Fellows Program Fellow Early Departure Policy

While there is an expectation that all Fellows fulfill their contract for the stated term of service, inevitably instances may arise when a contract may be terminated early. The Island Institute is an "At Will Employer," and therefore, does not have an official mechanism in place to prevent the untimely exit of staff and Fellows.

Fellows may end their fellowship early for a variety of reasons. In the past, Fellows have mostly exited early due to professional employment opportunities. While this can be inconvenient for the host site, the Island Institute cannot prevent a Fellow from pursuing a professional opportunity, especially if the employment is in a state with limited professional opportunities for entry-level candidates, such as Maine. . The Island Institute tries very hard to ensure that the fellowship contract is met. If a Fellow must leave their position early, the Island Institute will work with the Fellow and his/her advisor to create a transitional plan for the Fellow's exit, ensuring that priority projects are either completed or at least at a point where they are manageable for another person to accomplish.

Therefore, the Fellow Early Departure Policy states that:

- If a Fellow is unable to fulfill the term of service of his/her fellowship, the Island Institute will provide another Fellow in sync with the Program year. Therefore, regardless of when the Fellow ends his/her fellowship, the Island Institute will make arrangements to provide a successor to begin with the new cohort the following September.
- If a Fellow completes his/her fellowship early, the Island Institute will also assess the quality of the fellowship and the local advisory role to ensure that the goals and expectations of the Island Fellows Program are being met, and that Advisors are completing the necessary reports and evaluations of the Fellow to ensure continuous improvement of the Program.
- If a Fellow completes his/her fellowship early, the host community will still be responsible for a prorated portion of the cash match, as determined above.
- If a Fellow completes his/her fellowship early, the new cycle of the fellowship will begin. In other words, the new Fellow placement will be considered for a 2-year term of service.

However, the 2nd year of the project should include a shift in the work to potentially include projects that may lay the groundwork for a new Fellow successor.

The Island Institute will make every attempt to ensure that the Fellow placement is successful and that the Fellow completes his/her commitment to the terms of the contract. However, there is no guarantee that the Fellow will stay for a second year. Fellows are required to commit to their second year by the 6-month mark of their first fellowship year. This allows for ample time to recruit a successor should the Fellow decide not to stay a second year. Again, if the current Fellow departs after his/her first year, there is the option to consider the next placement as a 2-year placement, with arrangements for a new project focus in the 2nd year.

Since sites are required to provide a cash match toward the fellowship, the Island Institute will reimburse the cash match at the following rate- taking into account that costs are incurred for recruitment expenses prior to the Fellow's arrival:

- If a Fellow departs within the first quarter (September- December), the Island Institute will prorate the match at 60%.
- If a Fellow departs in the second quarter (January- March), the Island Institute will prorate the match at 40%.
- If a Fellow departs in the third quarter (April- June), the Island Institute will prorate the match at 20%.
- If a Fellow departs in the last quarter (July- August), the Island Institute will not return any portion of the cash match (this is due to a new fiscal year).