

MEMORANDUM

TO: George Wiley

January 25, 1965

FROM: James T. McCain

RE: Job Specification and Recent Activities (for NAC)

The Director of the Organization Department is responsible for the supervision of the field staff, including regional offices. He is thus responsible for recommendations for the hiring and dismissal of field personnel; assigning them to various CORE regions; maintaining and collating information about field staff, including field program reports and financial reporting.

Additionally, he is responsible for organizing and developing CORE chapters. This includes receiving and making decisions on the organizing of new chapters and the maintenance, servicing, affiliation and/or disaffiliation of chapters. The Director of Organization is, thus, the staff officer who makes final recommendations to the National Director or the National Action Council on the acquisition of personnel and the functioning of chapters.

Under the directives of the National Action Council, the Director of the Organization Department is responsible for supervising assistants in training and in program. These assistants develop, under his guidance, training and program which affect the total organization.

During the past months, in addition to the above duties, and travel tangential to those duties, I have spent a considerable amount of time studying the War on Poverty program and attempting to relate that program to CORE activity. Specifically, this has meant two things: (1) translating pre-existent federal programs to staff, and (2) interpreting new federal programs to staff. Eminent among these studies has been the literacy program being developed in the Bronx. Hopefully, this same kind of program can be used elsewhere.

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TO: Jim McCain

January 18, 1965

FROM: Bob Gore

RE: Summary of Activities, Recent Months

In the last few months, my activities have centered around three main areas in addition to normal office routine: (1) chapter development, (2) inter-organizational development, and (3) development of training program.

CHAPTER DEVELOPMENT - I have visited chapters in Tucson, Pittsburgh, Philadelphia, St. Louis, Milwaukee, Trenton, Kansas City and Chicago. In

Tucson there was a need for a four-day workshop. Originally, this was to be run by the West Coast field secretary, but at the last minute this was not possible. Philadelphia, Pittsburgh and Kansas City were trips requested by the chapters for purposes revolving around difficulties in local organizing problems. Trenton involved meetings after the arrest of some of our staff there. St. Louis, Milwaukee and Chicago involved the "stamping out of fires".

INTER-ORGANIZATIONAL DEVELOPMENT - We have always considered the relationships between CORE and other organizations to be important. On many occasions over the past months I have met with church agencies and other organizations concerned with civil rights. Specifically, I have met with persons from the NAACP, SNCC and other major civil rights organizations. I have met with persons at 475 Riverside Drive connected with the United Presbyterian Church, the United Church of Christ, the Methodist Church and the Episcopal Church. Additionally, I attended a week-end conference of Commissioners of Religion and Race in Cleveland and a week-long conference of the Methodist Student Movement in Lincoln, Nebraska. Next week I will attend a meeting of ministers from the Synod of Pittsburgh (Presbyterian) to map out a program with them regarding race relations and the local CORE group.

DEVELOPMENT OF TRAINING PROGRAM - While this was to have been an area of high priority for me, other things occurred to preclude the maximum effort. However, I have visited with officials of the National Training Laboratory in Washington to discuss aid they can give. I have talked at length with Michael Harrington and Walter Thabit, a housing expert, both of whom are willing to help wherever possible. I have also talked with Nicholas Von Hoffman in Chicago. He was formerly with The Woodlawn Organization and is now a reporter for the Chicago Daily News. He has agreed to do whatever he can to enhance our program.

I have drawn up a tentative outline for several regional institutes which will, hopefully, last for one week each. These institutes will have three aspects: (1) staff, (2) chapter leaders, and (3) potential community leaders. The major emphases will be organizational techniques, political history (so that we can view the movement in perspective), reasons for deeper involvement in the community, and (4) of course, CORE philosophy in relation to these.

We have been in constant consultation with CORE SEDF so that they will be apprised of our plans. They, in turn, will be able to transmit these plans in their own way to the SEDF Board.