

June 10, 1965

MEMO TO: The Steering Committee

FROM: George Houser

RE: Negro Executive for the ACOA

For a long time, in fact ever since Chuck Stone and Hazel Gray were on our staff, we have talked about adding a new executive to the staff who would be a Negro. The Steering Committee and the Executive Board are agreed on the principle. What remains is to work out a concrete plan that we can put into operation. This memorandum is to make a proposal based upon discussions which have been held with members of the Committee and also to raise the problems involved.

There have been several suggestions of possible job assignments for this staff executive such as: director of Defense and Aid Fund operations; director of lobbying activity in Washington and possibly at the United Nations; director of publicity and information; director of all projects; director of research and interpretation. All of these jobs need doing better than we can do now without more personnel, but it is not essentially for any one of the job categories listed above that we would be looking for this new person. It is quite possible that the person we are looking for might come with special talents which would equip him for one or several of these tasks and, of course, we would want to take advantage of this.

Essentially we are looking for a person who can take the program of the American Committee on Africa to the Negro community. In addition to this, this new staff person would be the most important liaison with the civil rights movement. Obviously the two tasks, although somewhat related, are separate. This new staff person would be dealing with grass-roots organizations within the Negro community such as the churches, the fraternities and sororities, the social clubs, etc. and the press and the radio. To take an example, one important part of the work would be to introduce African leadership or African petitioners to the UN to the Negro community. Such things as the following would be done: introduce leaders to the ministerial alliances, interviews with the Negro press, appearances on the radio, visits to the offices of civil rights organizations, receptions at churches in Negro communities, occasional public meetings, visits into the South to major cities such as Atlanta and to Negro college campuses, etc.

Another example of the kind of program this staff person would have responsibility for would revolve around issues such as the Congo or seeking political asylum for opponents of apartheid, etc. In connection with such issues, material would be placed in the hands of the Negro press. Organizations would be asked to make public statements, to write letters, to pass resolutions. Radio appearances could be arranged in which the basic issues could be discussed. Delegations of Negro leaders would be arranged to call upon US officials at the United Nations and in Washington. And some demonstrations would be organized.

A further example would be in the whole area of Defense and Aid activities. In connection with this, fund raising drives would be sponsored among key organizations. Some benefit affairs would be set up. Special collections would be taken, especially in churches.

A suggested title for this person would be Associate Director.

A great deal of the work of this staff person would be done outside of the office. He would be seeing people and making arrangements for the visits of leaders or for campaigns of one kind or another. This person would have to have a keen interest in Africa and would need to keep closely in touch with current developments as they take place. He should have some speaking ability and be able to meet people well. He should have some organizational experience and ability.

Two problems have to be dealt with in moving ahead with this program. The first is finance. James Robinson has prepared the following analysis:

Based on Annual Starting Salary of \$10,000 per annum (perhaps it could be less, depending on who we get) for the Executive.

Decision in June, 1965; employment beginning September 1, 1965.

Salary, 4 months of 1965 .....	\$3,334.00	
Allow for fringe benefits .....	<u>160.00</u>	
		\$3,494.00
Travel expenses, 4 months		500.00
Extra office costs, printing and phone		<u>500.00</u>
Round off to \$4,500, exclusive of extra office help.		
Extra office help, 17 weeks @ \$85.00 per week, incl. fringes (salary base \$80 per week)		\$1,445.00
Round off to \$1,500		
<u>TOTAL FOR FOUR MONTHS</u>		<u>\$6,000.00</u>

Our 1965 Budget shows a planned margin of \$1,535 (excess of anticipated income over anticipated expense). Also, it includes no projected margin from the Tour, which now appears likely to have a margin in excess of \$4,000.

On the basis of these figures alone, we appear to have the money for the additional staff for the last third of 1965.

However, we have already altered the budget upwards by the part-time expenses to Elizabeth Franklin (\$1,200). The proposed summer project, which we hope will secure all money from sources outside usual budgetary giving, will also up the expense side without full compensation on the income side (\$2,500).

Money used for the Washington Conference now appears unlikely to be returned for many months (\$600).

Expenditures for the new Executive, for Elizabeth Franklin, for the Conference and for the summer project total \$10,300, which would be \$2,500 less if special contributions cover the expenses of the summer project as is expected now.

The second problem is office space. We are too crowded now. Temporarily we could partition the Director's office. But this will make very small, inadequate space for any kind of meetings. We might get small additional space in the same building, or close by. Or we might have to move the entire office if we can get out of our five year lease. All of this will have to be explored.