

Table 1: EWB-USA UMN Officer Roles and Responsibilities for 2014-2015 Academic Year

Role	Responsibilities
<i>FLB Officer</i>	<ul style="list-style-type: none"> • Lead the first ~3 FLB meetings • Facilitate the election of FLB chair(s) • Facilitate communication of tasks between admin and FLB
<i>Webmaster</i>	<ul style="list-style-type: none"> • Maintain and update website
<i>Events Coordinator</i>	<ul style="list-style-type: none"> • Organize General Chapter meetings • Plan and execute spring reception • Institute chapter-wide seminars, social events, etc. • Coordinate sign up and travel to Midwest and International Conferences
<i>Recruitment Officer</i>	<ul style="list-style-type: none"> • Organize semesterly open houses/recruitment events • Respond to ewb@umn.edu emails and Google Voice messages • Send EWB 'blast' e-mails • Maintain members lists
<i>Outreach Officer</i>	<ul style="list-style-type: none"> • Coordinate presentations to local K-12 schools • Organize chapter volunteer events • Develop chapter presentation skills – hold "presentation workshops"
<i>Publicity Officer</i>	<ul style="list-style-type: none"> • Manage press releases • Maintain Facebook page and Twitter account • Create monthly newsletters • Develop other publicity material as needed
<i>Fundraising Officer</i>	<ul style="list-style-type: none"> • Maintain chapter sponsor contact database • Manage Year-End Campaign • Manage and edit all grant submissions (including SSF) • Initiate, develop, and retain corporate, public, and individual sponsors
<i>Finance Officer</i>	<ul style="list-style-type: none"> • Initiate disbursement of funds from accounts • Facilitate reimbursements projects and EWB-USA UMN members • Develop and maintain organizational budgets • Lead audits and finance reviews as required • Manage cash advances • Be communication channel for CE accountants
<i>Project Resources</i>	<ul style="list-style-type: none"> • Secure, maintain, and organize chapter and project resources • Ensure safe storage of chapter and project pictures, reports, presentations, and other important documents • Advance the formation of an "EWB-USA UMN" Chapter Handbook • Maintain wiki, e-mail listserves, office electronics • Manage WFA and first aid training
<i>Project Coordinator</i>	<ul style="list-style-type: none"> • Attend all project meetings on a practical, regular basis • Work with project leads to develop timeline for project • Organize meetings for/with project leaders and teams, including practice TAC presentations • Enable sufficient and ensure proper submittal of project documents
<i>Vice President</i>	<ul style="list-style-type: none"> • Manage internal relations of EWB-UMN • Identify and resolve conflicts within chapter • Arrange executive board meetings • Assist other EWB-UMN officers as needed
<i>President</i>	<ul style="list-style-type: none"> • Oversee external relations, fundraising, finances • Meet with faculty advisors. • Maintain contacts with CSE, SUA, EWB-USA, and other affiliated orgs. • Official contact of business for the chapter.

Table 2: Current Administrators Contact Information

Name	Officer Position	Email
Kelly Stifter	President	stift032@umn.edu
Jesse Kasim	Vice President	kasim005@umn.edu
Spencer Borchardt	Projects Coordinator	borch179@umn.edu
John Bartoletta	Projects Resources Officer	barto269@umn.edu
Luke Styles	Finance Officer	style011@umn.edu
Sami Meyer	Fundraising Officer	meyer1867@umn.edu
Becca Mattson	Publicity Officer	matts533@umn.edu
Allison Hitchcock	Outreach Officer	hitch063@umn.edu
Anirudh Srivasta	Recruitment Officer	sriva047@umn.edu
Julie Cornell	Events Officer	corn0136@umn.edu