

**Position:** Fundraising Committee Coordinator

**Responsibilities:**

- Coordinate all Chapter fundraising activities
- Instill drive and enthusiasm in committee to meet fundraising goals
- Provide assistance and guidance to project-level fundraising efforts
- Initiate discussions with groups or organizations that can support fundraising efforts (e.g., Rotary, Gates Foundation)
- Work in conjunction with other Executive Committee members to broaden familiarity and knowledge of EWB-USA and the PSPP Chapter
- Develop network of contacts, organizations, groups and other resources for fundraising activities
- Hold committee meetings as necessary to assign members to lead specific activities or prepare for specific fundraising functions
- Work with Student Chapter Committee to identify ways the professional chapter can financially support student chapters or coordinate statewide fundraising efforts
- Attend Executive Committee and other chapter meetings

**Skills Required:**

- Solid fundraising experience
- Strong interpersonal skills
- Familiarity with local business community and with key business leaders
- High-energy and drive
- Ability to inspire and motivate others towards goals

**Time Commitment:** 2 to 3 hours per week on average in addition to meeting attendance

**Service Period:** Two years

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-----Original Message-----

**From:** Hufnagel, Karl [mailto:KHufnagel@rwbeck.com]

**Sent:** Friday, August 11, 2006 5:43 AM

**To:** Stephen Bentsen; victor yagi; Christina Avolio; Chyenne Covington; John Buckley; Kuo, Wan-Yee; Mann, Sarah

**Cc:** Brian Penttila

**Subject:** RE: Executive Committee Description

Stephen, thanks for getting us started on this.

I would organize our position descriptions with the following template headings:

**Position:** Membership Committee Coordinator

**Responsibilities:**

- Maintains membership database
- Responds to member and non-member inquiries regarding general membership questions and volunteer opportunities
- Communicates specific membership requirements to membership and potential members
- Coordinates with National, regional, and other chapters on membership issues including synchronizing membership lists
- Matches members with required skills for specific project and non-project chapter needs
- Attend Executive Committee and other chapter meetings
- ?

**Skills Required:**

- Access or other computer data base management
- Strong interpersonal skills
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**Time Commitment:** 1 to 2 hours per week on average in addition to meeting attendance

**Service Period:** Two years

Thoughts?

Karl

-----Original Message-----

From: Stephen Bentsen [mailto:Stephen.Bentsen@floydsnider.com]

Sent: Thursday, August 10, 2006 10:29 PM

To: Hufnagel, Karl; victor yagi; Christina Avolio; Chyenne Covington; John Buckley; Kuo, Wan-Yee; Mann, Sarah

Subject: Executive Committee Description

Below is a draft description of my position for your review. Please let me know your thoughts and I will revise shortly and then send out this position as a template for all the EC Members to write up their own description.

Also, it may help to find out who intends to stay involved in the Executive Committee either in the same position or another. If you are aware of your decision, please let me know. Feel free to contact me if you have any questions.

The duties of the Membership Coordinator include, but are not limited to, maintaining an updated membership database compiled from meeting attendees, on-line member profiles, and e-mail queries. The Membership Coordinator will also assist potential new members with membership responsibilities. The Membership Coordinator shall routinely respond to general e-mails and forward messages to the appropriate EWB personnel.

The Membership Coordinator shall also work with EWB personnel to identify members with specific skills and interests to fulfill membership needs for projects and provide membership information upon request. This position requires approximately 1-2 hours per week.

In addition, as a requirement for all positions we should include a statement such as "Attend EWB activities and act as an EWB representative and attend monthly Executive Committee meetings" or something like that.

Stephen Bentsen