

Engineers Without Borders (EWB)

Omaha Professional Chapter Formation Meeting and Officer Elections

Wednesday April 8, 2009

5:30 pm at the Terracon Office

2211 South 156th Circle (156th and West Center St, see directions below)

Engineers Without Borders (EWB) is a non-profit humanitarian organization established to partner with developing communities worldwide in order to improve their quality of life. This partnership involves the implementation of sustainable engineering projects, while involving and training internationally responsible engineers and engineering students.

For more info go to <http://www.ewb-usa.org/>

HOW CAN YOU BECOME INVOLVED WITH EWB IN OMAHA?

We are forming a new EWB professional chapter in Omaha. Professional members can work on student projects as mentors, conduct project design reviews, train students or other professional members, or work on their own projects. **You do not have to be an engineer to participate.** Skills such as project planning, construction, fund raising, coordination, and public health are essential to the success of EWB projects.

The University of Nebraska at Omaha and Lincoln recently formed a joint EWB student chapter. Currently they are working on developing a project to improve the quality of life in Kianjavato, Madagascar, and are working in cooperation with the Henry Doorly Zoo's ongoing conservation efforts.

If EWB is something you may want to get involved with or would like more information, please join us on April 8th or contact Sara Hanson at sara.hanson@tetrattech.com. Although it is not necessary, please RSVP to Sara Hanson so that we have an idea of how many people to expect.

OFFICER NOMINATIONS ARE BEING ACCEPTED!

The following people have already been nominated for officer positions. Additional nominations will be accepted up until the voting begins. Please contact sara.hanson@tetrattech.com if you want to add your name as a nominee or wish to be removed from the nominee list. You can be nominated for more than one position (but elected to only one). Descriptions of the four officer positions EWB-USA requires a chapter have are on the next page.

President:	Mentoring Coordinator:	Sara Hanson
Vice President: Sujatha Nagupally	Fundraising Chair:	
Treasurer: Sujatha Nagupally	Outreach/Promotion Chair:	Matt Dworak
Secretary: Matt Scarborough, Sara Hanson		

Chapter Formation Meeting Agenda Items

Discuss Officer Positions and Responsibilities

Nominations and Election of Officers (at a minimum President, Vice President, Secretary, Treasurer)*

Discuss Committee Formation and Path Forward

*Officer nominees please be prepared to give a (very informal) 1 minute talk who you are and why you are interested in the position.

Spread the word about EWB and bring two friends with you!

Directions to Terracon office: 2211 S 156th Circle, Omaha, NE 68130. Starting from L St & Industrial Rd head west to 156th/Bob Boozer Drive, turn right onto Bob Boozer Dr, turn right into 156th Circle, and follow the curve in road. There is a Terracon sign hidden behind real-estate sign. Matt Dworak's cell # is 402-699-0283. The door will be open, at 5:30 there is usually several people still working in the office.

EWB Chapter Officer Job Descriptions

President: (Elected Position)

1. Set organizational objectives
2. Set and maintain organizational structure
3. Respond to inquiries and resolve problems
4. Act as liaison to National and report on chapter activities and progress
5. Develop a budget plan and monitor ongoing costs, schedule and scope for each project
6. Keep a check on the quality performance of all EWB Omaha projects and be informed of every aspect of each project
7. Ensure the organization is represented professionally at all external events
8. Leader in networking for potential funding sources

Vice President: (Elected Position)

1. Direct and coordinate the activities projects within the organization, in order to meet organizational objectives
2. Advise the president on matters requiring attention, and implement management decisions
3. Oversee the gathering and analysis of information about the projects undertaken
4. Review and develop administrative systems and procedures
5. Ensure cost, scope and schedule for each project is within acceptable tolerances
6. Support the President in funding activities

Treasurer: (Elected Position)

1. Plan short and long-term finance for the organization and advises on the financial consequences of internal and external decisions
2. Advise executive management and members on the financial status of the chapter on a monthly basis
3. Establish checks and balances for the submission and remission of expenses. Establish guidelines for members to follow (e.g. all expenses must have a receipt or complete and sign EWB Form 607 in lieu of receipt)
4. Report on a monthly basis meeting membership roster (e.g. 2 new members this month, 2 need to pay dues etc.)
5. Advise members via e-mail or phone call when dues are in arrears
6. Develop and implement (with Fundraising Chair) a standard package for organizations to donate
7. Monitor pledges and report on credits to the chapter account
8. Advise members on the use of EWB brand name and logo for fund raising activities
9. Advise members on how to donate expenses 'in-kind' or otherwise

Secretary: (Elected Position)

1. Prepare official minutes of all meetings of the Chapter, as well as all meetings of the Executive Committee
2. Responsible for internal communication both between the Chapter and membership as well as overseeing the content of the website
3. Assist in administrative management of all meetings of the Chapter