2014 Executive Board Position Descriptions & Responsibilities:

Co-Presidents (2 positions – closed)
Appointed by outgoing Co-Presidents

Day-to-Day Responsibilities:
- Oversee all EWB-Princeton logistical, administrative, and financial matters
- Oversee activities of all board members
- Moderate weekly Executive Board meetings and discussions about short- and long-term EWB initiatives
- Attend events and meetings help by other Executive Board members

Long-Term Responsibilities:
- Strategic development of EWB-Princeton with input from the Executive Board
- Increase awareness of EWB-Princeton on campus and beyond

Vice President of Development (1 position – open)
Appointed by Co-Presidents

Qualifications: Strong organizational, writing, and accounting skills

Day-to-Day Responsibilities:
- Serve as EWB-Princeton’s treasurer: Oversee all EWB-Princeton financials for both on- and off-campus events (e.g. processing reimbursements, etc.)
- Assist Program Managers in finding and applying for funding to sponsor international trips

Long-Term Responsibilities:
- Ensure that EWB-Princeton follows all Princeton University, Keller Center, EWB-USA, and legal financial procedures and policies
- Maintain contact with sponsors (Princeton University-related, corporate, private, etc.) and establish new sponsorships
- Compile the EWB-Princeton Strategic Memo to be presented to all sponsors by September 15 of each year
- Compile the EWB-Princeton Year-End Report to be presented to all sponsors by December 30 of each year
- Develop “thank you” materials for all sponsors and supporters
- Coordinate the financial-side of alumni relations with the VP of Public Relations
**Vice President of Public Relations** (1 position – open)
*Appointed by Co-Presidents*

**Qualifications:** Strong organizational, writing, and interpersonal skills

**Day-to-Day Responsibilities:**
- Manage EWB-Princeton’s public sites and media (Website, Facebook, etc.)
- Develop and streamline EWB-Princeton’s publicity materials
- Recruitment: Organize all planning and logistics for EWB-Princeton recruitment efforts throughout the year (e.g. Activities Fairs, Open Houses, Roundtable Dinners, etc. -- Board members will staff these events)
- Send weekly e-blasts to EWB membership
- Develop a semesterly newsletter on behalf of the EWB-Princeton Executive Board to be shared with EWB-Princeton members, sponsors, and supporters

**Long-Term Responsibilities:**
- Alumni Relations: Establish alumni connections and maintain alumni database
- Develop and coordinate partnerships with on- and off-campus groups as needed
- Assist the Events Directors in facilitating the Reunions event and Speaker Series
- Collect and analyze data on membership to determine target recruitment areas for recruitment; create a year-end survey to determine better membership-retention practices and how to improve member experience
- Oversee initiative to catalog and publicize EWB-Princeton’s past initiatives, including past international programs

**Events Directors** (2 positions – open)
*Appointed by Co-Presidents*

**Qualifications:** Strong organizational, writing, and interpersonal skills

**Day-to-Day Responsibilities:**
- Organize annual Princeton Reunions event as a forum for discussion on international engineering and development on campus and increasing awareness of EWB-Princeton among alumni (includes developing theme; contacting speakers; managing logistics, publicity, and staffing; etc.)
- Organize annual Fall Speaker Series as a forum for discussion on sustainable international engineering and development on campus (includes developing theme; contacting speakers; managing logistics, publicity, and staffing; etc.)
- Organize 1-2 EWB-wide social events per semester as part of the EWB-Princeton Program Olympics to build community within EWB-Princeton (Fall Kickoff, Structural Baking, Edible Car Contest, Spring Cookout, etc.)
- Work with VP of Public Relations to organize 1-2 professional development events per semester for EWB-Princeton members

**Long-Term Responsibilities:**
- Maintain contact with speakers in order to facilitate long-term event planning
**International Program Managers** (6 positions – closed)
*Appointed by outgoing Program Managers*

- Lead international program from establishment to completion as per EWB-USA guidelines with minimal supervision and guidance

**SEADS Co-Directors** (2 positions – closed)
*Appointed by Co-Presidents & outgoing SEADS Co-Directors; must be a former SEADS Program Scholar*

*Initial Responsibilities:*
- Update curriculum, application, advertising, recruiting, etc. for upcoming year
- Organize and conduct interviews of all SEADS applicants
- Organize weekly SEADS sessions (invite speakers, assign readings, etc.)

*Day-to-Day Responsibilities:*
- Lead weekly SEADS sessions & moderate substantive discussions
- Participate in and encourage current SEAD scholars to participate in other EWB-Princeton activities (e.g. attend program team meetings, Speaker Series events) to better integrate the SEADS Program and its scholars into EWB-Princeton and its initiatives

*Long-Term Responsibilities:*
- Create database of contacts & maintain contact with speakers
- Organize and develop SEADS publicity efforts, both on- and off-campus
- Apply for funding to sustain SEADS and keep funders updated
- Create SEADS alumni network to support each new SEADS class
- Develop long-term vision & strategy for the SEADS Program

**Information Technology Director** (1 position – open)
*Appointed by Co-Presidents*

*Qualifications:* Proficiency in website design and maintenance

*Day-to-Day Responsibilities:*
- Develop and manage EWB-PU website (updating events, pictures, and news)

*Long-Term Responsibilities:*
- Enhance website features
- Maintain EWB-Princeton’s institutional memory
- Implement a system for the archiving of past documents
- Develop materials for website documentation
**Secretary** (1 position – open)
*Appointed by Co-Presidents; must be a freshman*

**Qualifications:** Willingness to learn all about EWB-Princeton and its initiatives

**Day-to-Day Responsibilities:**
- Record Executive Board meeting minutes
- Send follow-up action item emails after Executive Board meetings, keeping track of other board members’ weekly tasks
- Provide assistance for various EWB-Princeton initiatives as needed

**Long-Term Responsibilities:**
- Learn about the inner workings of EWB-Princeton
- Provide a freshman perspective on proposed EWB-Princeton initiatives

**Expected of all board members:**
- Carry out responsibilities with passion, dedication, initiative, and a willingness to learn and see issues from different perspectives
- Attend weekly Executive Board meetings, provide position updates to Board members, and contribute valuable input to other board members’ questions and general strategic development discussions
- Attend monthly check-in meetings with the Co-Presidents
- Attend each other’s events (e.g. board members attend program team meetings, Speaker Series events, etc.) to better understand EWB-Princeton’s initiatives and the EWB-Princeton member experience

*Please note that Executive Board position descriptions and responsibilities are liable to change over Winter Break as we reassess the direction of the EWB-Princeton organization and the Executive Board. However, before making any official changes, we will consult those who have applied for the position and ask for their input during the January interviews. If you envision a better variation on a currently proposed board position, please contact us immediately and/or include in your application how you would redefine the board position's description and responsibilities.*
2014 Executive Board Application Process:

You are eligible to apply to as many positions as you would like, though we recommend that you take the time to consider each position carefully and focus on those to which you would be most committed.

For each position to which you decide to apply, please send a separate email to ewb@princeton.edu by 11:59 PM EST on Monday, December 16, 2013 with concise answers to the following prompts in the body of the email and attached in PDF:

1. Full Name, Class Year, Email Address
2. Involvement in EWB-Princeton thus far
3. Why are you applying to this position?
4. What qualities, skills, and insight will you bring to this position?
5. What do you hope to gain from serving on the board and in this specific position?
6. What are your other time commitments for 2014?

We will review applications during Winter Break and will contact you by Friday, December 20 to schedule an interview, to be held during the week of Monday, January 6, 2014 (most likely on Monday, 1/6 and Tuesday, 1/7). We plan to have the 2014 Executive Board appointments finalized by the following week (week of Monday, January 13, 2014).

We look forward to reviewing your applications,

Tyler Rudolph ’16, Delphine Slotten ’15, and Christine Feng ’14
Co-Presidents, EWB-Princeton
ewb@princeton.edu