



**ENGINEERS WITHOUT BORDERS-USA
WEST COAST REGION**

Submit nomination via email to:

Pearl Abarca, Co-President West Coast Region

president@ewbwestcoast.org

Officer Duties- See attached description

Qualifications

Officer nominees must be an active member of EWB-USA, either student or professional, and in good standing within an EWB-USA chapter from the West Coast Region. Please note, these are all VOLUNTEER positions.

Name:

E-Mail:

Address:

Phone:

A) General Nominee Information

Nominee for

- Vice-President of External Affairs
- State Representative
 - SoCal (OC, SD & IE) So/CentCal (LA, LB & Central California)
 - Nevada Hawaii
- IT/Webmaster Coordinator
- Social Media/Marketing Coordinator

Why do you want to be part of the steering committee and why do you want this particular position?

What ideas do you have that you think can help/improve the West Coast Region?

If accepted, how committed will you be to this position?

B) EWB-USA Experience

Years involved with EWB-USA:

EWB-USA Chapter Affiliation:

Chapter Name:

Chapter positions held and approximate dates (use additional sheets if needed):

EWB-USA Project work (include role, approx. dates, and travel experience). Use additional sheets if needed:

Regional positions held, if any, and approximate dates:

National positions held, if any, and approximate dates:

C) Student/Professional Status

Student:

What year are you in school?

How many years do you have left?

If graduating within the next year, what are your plans after you graduate?

Would you be relocating? If so, where?

Professional:

Employer:

Title:

Years at current employment:

Does your job require you to travel?

If so, how long are your trips and how frequent?

Do you plan on working in the same geographical area for the next year?

D) Chapter Endorsement (To be filled out by a chapter officer)

Explain why you feel that the nominee is a good candidate for the position that he/she is applying for?

On behalf of our chapter, I hereby affirm:

- that the Nominee herein named is an active member of our Chapter
- the information the Nominee has presented herein is true to the best of my knowledge
- our Chapter endorses the Nominee for the office indicated on this form

Chapter President

Signature: _____

Date: _____

Name of Chapter President:

Additional Chapter Officer

Signature: _____

Date: _____

Name of additional Endorser (printed):

Chapter Position of additional Endorser:

Other endorsements or résumé may be attached as supporting documentation.



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WEST COAST REGION

Regional Officer Duties EWB-USA West Coast Region

Duties of the Vice-President of External Affairs. The primary role of the VP of External Affairs is to act as the West Coast Regional (WCR) representative on the Conference committee. As such the coordinator is the liaison between the Conference Committee and the WCR Steering Committee. The duties include attending the Conference Committee meetings (or calling in to them) as well as calling into the monthly Steering Committee conference calls and generally helping to coordinate the Conference details. The role may require 3-8 hours a week depending on the needs of the Conference Committee and preparations for the Conference.

Duties of the State Representative

Hold monthly conference calls with reps from the chapters in their perspective geographical area.

- Keep in touch with chapters and facilitate communication between the chapter level and the regional/national level
- Help chapters who are struggling to overcome their obstacles by directing them to resources and connecting them to other members
- Participate in the monthly WCR Steering Committee conference call
- Participate in the annual WCR Strategic Planning session
- Participate in the annual WCR Conference
- Help the WCR develop resources to assist the chapters
- Identify areas of improvement at the Regional and National level
- Help chapters find mentors for their projects
- Help provide speakers to chapters to meet their needs

Duties of the Webmaster

The role of the Webmaster is to assist individual chapters with the regional hosted chapter websites. In addition, the coordinator serves to facilitate IT related communication with regional chapters. The Webmaster should participate in the WCR Steering Committee monthly calls as deemed necessary by the Executive Board. It is expected that the IT coordinator should provide a status report to the WCR steering committee when addressing web hosting issues with a chapter.

Social Media/Marketing Coordinator

The role of the Social Media Marketing (SMM) Coordinator is to promote EWB-USA and the WCR through all forms of media, including but not limited to the direct emails to members, WCR website, Facebook, Twitter, and LinkedIn. The SMM Coordinator shall work to ensure the WCR and its chapters are up to date and consistent in use with the EWB-USA branding guidelines. The SMM Coordinator may be asked to help create newsletters and campaign materials for WCR and EWB-USA events, and other duties as assigned by the Executive Board. The SMM Coordinator shall participate in WCR Steering Committee monthly calls.