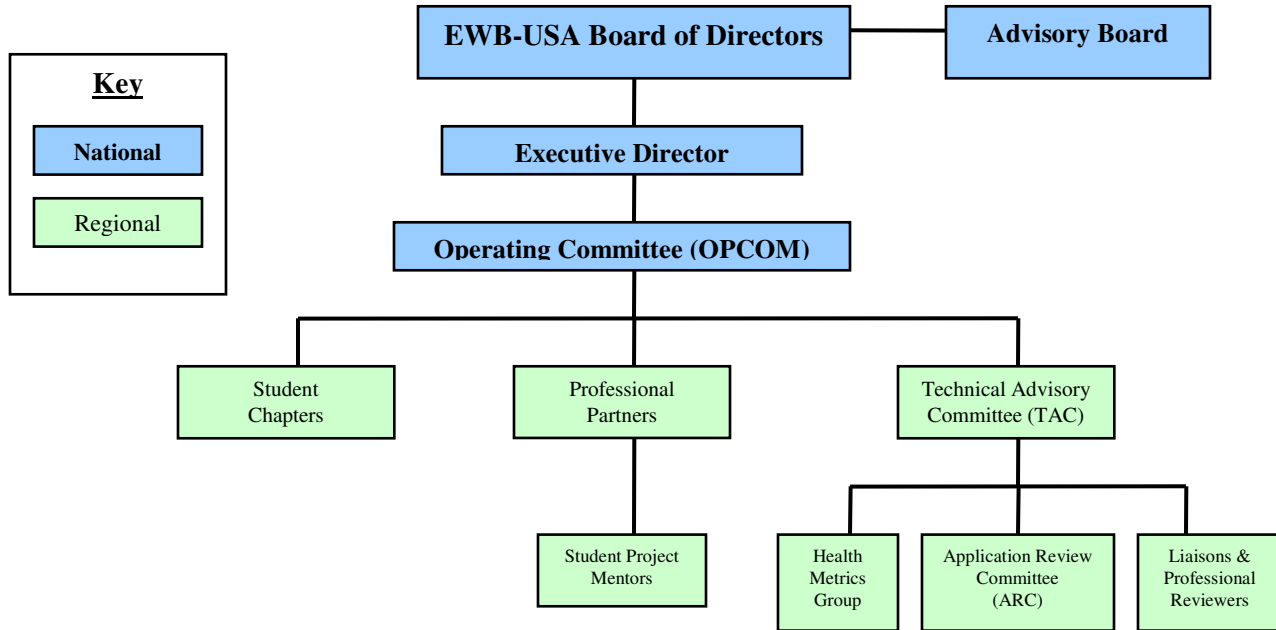


## SECTION 2: ORGANIZATIONAL STRUCTURE AND ROLES

### 2.1 Overview of EWB-USA Organization:



**Figure 2.1: Overview of EWB-USA Current Structure**

During a project, chapters will be working with the Technical Advisory Committee. The above organizational chart is a small glimpse of how the TAC fits within EWB-USA.

#### 1. Technical Advisory Committee (TAC):

a. *Role:* The TAC is responsible for the projects performed by EWB-USA. Its responsibilities are to review new project applications, provide project guidance & final project approval, review of project designs and technologies, and supervise the administrative necessities of a project. (See TAC section for more information)

#### b. *TAC: Application Review Committee (ARC):*

i. *Role:* The ARC's objectives are to ensure that the individual projects meet and expand the vision, goals, and mission of EWB-USA. The ARC reviews each project to consider the short- and long-term impacts of the project by asking:

- *Will EWB-USA's presence in this community strengthen the local indigenous people's lives, community, health, culture, dignity, and self-sufficiency in a sustainable and appropriate way?*

ii. This committee's objectives are to determine if a project is well defined, determine the impact upon the community, whether a site assessment necessary, is there community involvement, what is the appropriate/sustainable technology, is there funding, what is the role of an EWB-USA student and professional? From this, the ARC provides a written summary to the TAC as to whether a project is approved or declined.

#### c. *TAC: The Health Metrics Group:*

i. The Health Metrics Group shall provide the following:

- Advice and assistance to members traveling on a project regarding basic medical recommendations for travel.
  - Advice and assistance with conducting a Baseline and Follow-up Community Health Assessment and targeting health metrics to measure project success.
  - They are responsible for maintaining an outcomes assessment database for long-term phases of the project.
- ii. On an individual project basis, one person from the Health Metrics Group shall be designated the Health Metrics Reviewer and shall be responsible for all health related project coordination with the TAC Liaison, and the Project Lead.

*d. TAC: Liaisons:*

- i. The EWB TAC Liaison, is the communication interface between the Project Lead and the TAC. This person is responsible for ensuring the project follows the project process, receives a technical review from Professional Partners and the Health Metrics Groups, coordinates and resolves issues with the project lead, and ensures all project documentation is completed. The TAC Liaison will work closely with the Health Metrics and Principal Reviewer so that they are informed as to every aspect of the project.
- ii. The TAC Liaison will provide updates to the TAC. He or she works on the administrative duties to keep projects on track & up to date on paperwork. All paperwork is submitted to Project Coordinator (Administrative person in office)

*e. TAC: Professional Reviewers & Principal Reviewer:*

- i. The design of each project for both student and professional chapters must be reviewed by EWB-USA prior to the group traveling (or making travel plans) to implement the project.
- ii. During technical review of a project, Professional Partners shall provide one coordinator for all expertise groups. This one coordinator shall be called the Professional Partners *Principal Reviewer* and shall be responsible for all project coordination with the TAC Liaison, and sometimes the Project Lead.
- iii. Professional Reviewers examine the designs created by the chapters to ensure that there is a consistent quality to the engineering designs being created and to check for any major flaws in the design.

**2. Professional Partners:**

- a. *Role:* Professional Partners is a name to describe all the professional volunteers within Engineers Without Borders – USA. These volunteers are organized into chapters across the United States. A Professional Partner maybe a faculty member, practicing professional, or interested volunteer and will represent a broad cadre of professionals with expertise in many specialties including health, cultural, participatory, water resources, civil engineering, etc. Not all Professional Partners are engineers. It is expected that the Professional Partners will bring a “systems planning approach” to EWB-USA projects not a sole focus on engineering technology.
- b. Professional Partners is to complement that of the TAC while not duplicating or diminishing the efforts of the TAC. In order to do so, the TAC would retain the overlaying “management role” through the TAC Liaison.
- i. All volunteers are requested to fill out a *Volunteer Application Form (#201)*
- c. An overview of all the Professional Partners responsibilities:
- i. Conduct technical reviews of projects
  - ii. Offer technical assistance in training of EWB-USA members.
  - iii. Provide additional expertise and members to the TAC
  - iv. Provide technical expertise and assistance for all projects
  - v. Provide Mentors for Student Projects
  - vi. Work on & Design Professional Partners Projects

*d. PP: Mentor:*

- i. The Mentor oversees all technical aspects of the project, including appropriate technology, training of team members (via workshops and prototypes). This person may also be the project lead (see information in section f). This person shall provide the appropriate level of supervision of the project and shall certify the project as designed to the same standard of care as professional projects are here in the United States. The Mentor will take sole responsibility for the technical outcome of the project.
- ii. He or she has many responsibilities including:
  - The design of the project and completing all design reviews.
  - The training of the students and keeping the students on task.
- iii. Taking 1-2 weeks to go on the assessment trip and 2-3 weeks to go on the implementation trip.
- iv. This role has a lot of responsibilities and a lot of time required, however, it is one of the most rewarding roles since the mentor is not only helping a community, he or she is also helping to develop the next generation of engineering students.
- v. For more information read section 4.5 and *Mentor Qualifications (#405)*, fill out a *Mentor Application (#404)*, and send it to EWB-USA.

*e. PP: Professional Partners Project Participant:*

- i. This year, EWB-USA is opening projects to Professional Partners Chapters. We are always looking for new, viable projects for these chapters. Please read through the projects section of this sourcebook for more information on projects.
- ii. This person agrees to work on the project to the best of his or her ability. The person will be assigned work on the project, and is expected to try to complete that work by the given date.

*f. PP: Project Lead:*

- i. The Project Lead is at the local project design level and is the project manager. This person shall be designated by the project team to provide information to and communicate with the TAC Liaison and the NGO/Community members. This person shall receive comments and coordinate the successful resolution of those comments. He or she is responsible for the outcome of the project.
- ii. This position is the same for the Professional Partners projects or for the Student Projects. The goal is to keep the project on a timeline, submit the appropriate documentation to EWB-USA, coordinate efforts with the Liaison, provide the scheduling, and he or she is the point of contact for the project for EWB-USA with the project. This person takes responsibility for the final design.
  - For Student Projects: The Project Lead maybe the Faculty Advisory, Mentor, or an experienced project management person. The Project Lead shall not be a student inexperienced in project management.
- iii. At a minimum, the following information is to be provided to the TAC, or once the project is assigned, to the TAC Liaison:
  - *Chapter Application to Acquire a Project (#502)*
  - Project Schedule including site assessment and implementation timelines
  - *Project Summary Matrix (#504)*
  - Details of Communication with the NGO and Community
  - *Travel Readiness Checklist (#601)*

**3. Student Chapters:**

- a. *Role:* The student chapters provide a forum to bring together students that are interested in broadening their abilities and becoming more internationally responsible. These chapters will create, apply and then design projects for developing communities or will conduct research on related topics. The student chapters also provide training for the student members.
  - i. All volunteers are requested to fill out a *Volunteer Application Form (#201)*
- b. *Faculty Advisor:*

- i. The Faculty Advisor is that faculty person at the university who is the advisor for the student chapter. This is a key individual at the local level. This person will be the universities liaison with EWB-USA and will support the student chapter in its project endeavors.
- c. *Student Lead:*
  - i. This is the student that is responsible for helping to manage the students on a project. They are responsible for calling student meetings when the mentor is unavailable. Coordinating student efforts with the mentor's goals and helping to keep the project's timeline.

## 2.2 Staff

1. There are many dedicated individuals at EWB-USA that are here to assist chapters with their projects.
2. Most of the people on our staff are **volunteers**, so please keep this in mind when requesting them to do something. They are often working a *full time job* and helping with EWB part time.
3. The following are the staff members that might help you with your EWB project:
  - a. Cathy Leslie, President: [professionalpartners@ewb-usa.org](mailto:professionalpartners@ewb-usa.org)
  - b. Bill Farr, Student Chapter Coordinator: [chapters@ewb-usa.org](mailto:chapters@ewb-usa.org)
  - c. Zeke Yewdall, Projects Coordinator: [Projects@ewb-usa.org](mailto:Projects@ewb-usa.org)
  - d. Meg VanSciver, Membership & Professional Chapter Coordinator: [membership@ewb-usa.org](mailto:membership@ewb-usa.org).
  - e. Zoe Kircos, Grants Coordinator: [Grants@ewb-usa.org](mailto:Grants@ewb-usa.org)

## 2.3 Membership

1. Why is it required?
  - a. Membership in EWB helps the organization to keep track of people working on projects and their level of dedication.
  - b. Membership fees support the organization by paying for things like paper, computers, office space, phone service, website maintenance and many other administrative items that keep EWB-USA running. These dues help keep the organization running.
  - c. Membership dues also entitle the member to the EWB monthly newsletter by e-mail. These newsletters updates members on projects, conferences, training sessions and much more.
2. How to become a member:
  - a. To join, please go to our website at <http://www.ewb-usa.org/membership/add/form.php> and fill in the on-line form. Then follow the instructions for paying by paypal or for paying by check. Payment is required to become a member.
  - b. For student members: Membership dues are \$15 per year.
  - c. For professional members (non-students): Membership dues are \$50 per year.
  - d. An individual can also be a supporting member for \$150 per year.
3. Renewal?
  - a. Memberships must be renewed annually; however a person can become a lifetime member by paying a one time sum of \$1000.

## 2.4 Documents for this Section:

1. *Volunteer Application Form (#201)*: This form should be filled out by every EWB member who wishes to participate on a project. This form is especially important for Professional Partners members, because it helps us to match professionals with appropriate projects and helps us to match primary reviewers with projects.
2. *EWB AdminExpenseReport (#202)*: This report is for all expenses that are not related to project travel.
3. *EWB Calendar of Events (#203)*: This is the calendar of TAC meetings, OPCOM meeting and other events for EWB. This will be periodically updated as events change.