

## SWIG Delegation Duties

Draft 6/28/07; 7/20/07; 10/1/2007

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SWIG chair (Jake)

- Ensure that the steering committee is meeting its responsibilities as listed above
- Provide leadership, direction, and vision for SWIG and the SWIG steering committee
- Lead the SWIG steering committee meetings
  - Call SWIG steering committee meetings as needed
  - Set the agenda and chair the steering committee meetings
  - Manage Meeting Notes
- Manage any SWIG funds (this could be delegated)
- Provide oversight to other committee leads and meeting coordinators
- Manage SWIG documents (coordinate with Webmaster)
- Provide a central point of contact and a face for the SWIG
- As needed, represent the SWIG at SWIG (usually this is to remind folks of the purpose of SWIG and to cajole folks to volunteer) and other GIS-related functions
- The SWIG Chair will act as the treasurer for the SWIG Steering Committee, and will act as the caretaker for all SWIG documents (SOP, meeting notes, and surveys).

Contact Lead (Becky)

- Sends email notifications to SWIG and Geotech Lists

Database Manager (Charlla)

- Manages Database of Attendance and membership
- Keeps track of volunteers and organizers
- Keeps track of speakers and Potential speakers

Outreach Coordinator (Todd)

- <need to fill in here>

Webmaster (Dan)

- Construction and maintenance of a SWIG Website
- Store Documents and Notes online
  - Documents include the Mission Statement, Steering Committee Charter, and the Meeting Organizers Guide.
  - Documents and Meeting notes will be maintained by the SWIG Chair, and delivered to the webmaster in MS Word Format as updates are needed.

Vendor coordinator (Angie)

- Searches for vendors or agencies who are willing to host a SWIG
- Hosting a SWIG implies that the host will supply refreshments for break and may help with other organizing activities per their interest
- Hosts will receive some sort of advertising or speaking time at the meeting they support.

SWIG Member (All Remaining)

- Attend meetings, provide feedback as needed.