Regional Administrator | EWB-USA Volunteer Position Description

Regional Steering Committees (RSCs) Purpose
Each of the seven EWB-USA Regions has their own steering committee consisting of a President, Vice President, Treasurer, Regional Administrator, and State Representatives. They are an extension of our headquarters operations and increase the capacity of the organization by:
- providing personalized support to EWB-USA volunteers;
- making connections within our vast volunteer network; and,
- facilitating individual volunteer and Chapter development, education, and cooperation within the geographic boundaries of the Region.

Read more about the RSCs >>

Impact on EWB-USA’s Mission + Vision
Regional Administrators support their Regional President in ensuring the smooth function of the Region through the documentation, communication, and reporting of activities, information, and resources. They ensure that relevant and accurate information is disseminated to the appropriate people within their Region.

Responsibilities
- Coordinate and attend all RSC meetings.
- Record and distribute RSC meeting minutes to committee members.
- Generate and/or update external communications to volunteers within the Region.
- Summarize trends from State Representatives within the Region and help the RSC identify what support is needed for the Region overall.
- Provide regional reports and metrics to the Regional President as needed.
- Other responsibilities may vary per Region.

Qualifications + Requirements
- Must be a current EWB-USA member.
- Appreciates the value of networking and developing relationships.
- A desire to learn more deeply about the EWB-USA approach and the procedures that support our success.
- Proven impact and leadership as an EWB-USA volunteer.
- Ability to successfully fulfill this role for a minimum of 1-year.
- Preferred:
  - Lives and/or works in the Region you are serving.
  - Experience volunteering as an officer of an EWB-USA Chapter
  - Experience participating on an EWB-USA project team
**Who am I accountable to? Who is accountable to me?**
As a key player within the organization, you are helping shape the future of EWB-USA. We value personal accountability and look to you to help lead by example. All RSC officers and State Representatives are accountable to the Regional President (as well as regional chapters, their officers and members). You shall be held accountable by the Regional President and by your Regional Steering Committee members.

**Training**
The RSC - most directly, the outgoing Regional Administrator - will provide orientation to the role, contacts for the RSC, and background information on the Region. The Volunteer Engagement Team will fill in any gaps necessary. Ongoing support will be provided through monthly conference calls with the RSC as well as regular communication with the Volunteer Engagement Team.

**Financial Commitment**
Attend the annual EWB-USA Conference and at least one regional event. Most RSC members will pay a portion of the expenses to attend these events; on a region-by-region and year-by-year basis, the RSC may provide partial or full funding to support your attendance. Being a member of the organization is a requirement for all of our Regional volunteer leaders. Membership with EWB-USA is $35 annually and invests in EWB-USA’s work around the globe that gives the world’s poorest people a chance to live with dignity.

**Time Commitment**
On average you will spend 4-6 hours per month working with various individuals and groups throughout the organization.

**How to Apply**
Please complete the [online application](#) by Sunday, November 18, 2018, at 1:00 pm MST.