



ASCE/EWB-USA Liaison Job Description

A liaison between ASCE Sections/Branches/Local Technical Groups/Institute Chapters and EWB-USA Professional and Student Chapters

The ASCE/EWB-USA Liaison has three main responsibilities: representation, facilitation, and communication. First, the liaison must become familiar with the workings of both organizations (so a dual ASCE/EWB-USA member is preferred). The liaison should regularly attend ASCE Section/Branch and EWB-USA Chapter meetings in their area. Information about both organizations and their partnership can be found in the support toolkit available to current and prospective liaisons. Also, the liaison can contact their respective EWB-USA State Representative to receive news updates about EWB-USA activities in the area and the ASCE Section/Branch president to learn about activities and online sources of information. The liaison can also stay informed about regional EWB-USA activities by participating in their regional EWB-USA conference calls.

The second liaison function is to facilitate activities between ASCE and EWB-USA. This could include joint organizational activities, finding ASCE professionals to support specific EWB-USA projects, arranging combined meetings, fostering student outreach, and more. Specifically, the liaison should become familiar with the technical expertise and volunteer interests of the dual ASCE/EWB-USA members in their area (gleaned from an ASCE survey).

The liaison's third responsibility is to communicate with the local ASCE Sections/Branches/technical groups/Institute Chapters and EWB-USA Chapters (both Student and Professional) in order to update the local groups of the activities of each organization. The communication can be achieved through requests to present or provide brief announcements at Section/Branch and Chapter meetings, newsletter articles, emails, and other appropriate means. The liaison is asked to send ASCE headquarters any samples of advertisements, articles, and literature that are published within the Section relative to EWB-USA.

The liaison should look for opportunities to link the two organizations together. These activities can include holding joint meetings; undertaking project fundraising; providing speakers / information for meetings, annual workshops, and conferences; and partnering through local volunteer activities. The liaison will be provided examples of electronic outreach materials that have proved successful for other liaisons.

OUTREACH PLAN

Initially, liaisons will be established by the local ASCE Section/Branch to coordinate and support efforts with the local EWB-USA Chapters.

Contact with local entities will primarily be through email from the local ASCE leadership, with follow-up communication through a variety of means, such as email, telephone, face-to-face dialogue, newsletters, websites, brief announcements at meetings, and featured presentations at meetings.

Suggested ASCE/EWB-USA Liaison Activities

- Foster presentations at local ASCE and EWB-USA meetings.
- Schedule joint activities, such as technical presentations.
- Encourage interaction between the local ASCE Younger Member Forum and the local EWB-USA chapters.
- Encourage ongoing interaction between ASCE and EWB-USA Student Chapters if both exist at local universities.
- Identify opportunities for joint ASCE-EWB collaboration and resource sharing.
- Support local EWB-USA student chapter fundraising events (for example, piggyback on a Section/Branch golf tournament through an EWB-USA sponsored muligan or hole-in-one contest, or put on presentations with a portion of the proceeds going to EWB).
- Write or identify others to produce articles covering:
 - EWB-USA-related articles and calendar items for the monthly ASCE Section/Branch newsletter
 - ASCE activities for the local/regional EWB newsletters.
- Encourage the ASCE Section/Branch's technical/Institute subcommittees to get involved in EWB-USA.
- Advertise local EWB-USA chapter events to the Section/Branch, and local ASCE events to the civil engineer members of EWB-USA chapters.
- Reach out to the local college/university to encourage them to establish an EWB-USA student chapter if one doesn't already exist.
- Recruit new dual ASCE/EWB-USA members.