**ME 201 Projects**

**Toolbox Organizers**: 3 members

Description: These members are in charge of shop maintenance and toolbox organization.

The toolbox should be organized weekly and the shop should be maintained at

All times in case of unannounced tours. This job also involves washing shop

rags once every couple weeks.

**Webmaster:** 2 member

Description: This member must maintain the team website it and update it when necessary.

This includes the photos and descriptions of all new team members, as well as

updating our event dates and team photos.

**Social Media Gurus:** 2 members

Description: These members are in charge of creating sponsored messages on Facebook, and

ensuring they are also visible on Twitter and Instagram. These posts should be

made weekly and are a good way to make the sponsors aware the team is

thankful for their help.

**Rules Expert:** 4 members (3 201 students, 1 401 student)

Description: These members are in charge of knowing the rules by heart. In case there is a

question about whether or not something is allowed, these members will be the

primary contact. If we need to make a post asking a rule to be clarified, these

members should take the lead.

**Minutes Taker:** 2 members

Description: This member is in charge of taking the meeting minutes, highlighting the major

talking points of the meeting, as well as the projects that need to be completed by

next meeting. After the meeting, these notes should be typed and formalized, and

then sent to the team.

**Sponsorship Liaison**: 3 members

Description: These members will be the leads in communicating with potential sponsors, and

trying to find different products that we may be able to incorporate on the

snowmobile. This may be speaking with clothing companies like 208, tool

companies for new power drills, or SLP for a new set of skis. This project is

what you can make of it, and the sky is the limit. There will be a few senior

members who pitch ideas, as well as help with the technical writing in emails.

**Organization and Cataloguing Managers**: 5+ members

Description: People with this position will have a wide array of jobs, ranging from selling

parts off of old projects to make the team money, all the way to organizing and

cataloging all of our equipment. This may be daunting at first, but it will be a

great way to learn what equipment we already have so we don’t waste time and

money on purchasing, as well as cool ways to use your hands and take some

stuff apart!