**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!