**Member Jobs & Responsibilities**

**Jobs & Responsibilities:**

* Members may have one or two jobs
* Members may pair up for specific jobs

**Manager**

* Group leader
* Set up a timeline for each member to complete their task
* Make sure everyone is staying on task
* Make sure everyone is getting their information to Editor and Presentation Coordinator.

**Map Designer**

* Must have neat handwriting and/or Fireworks experience
* Draw lines of groundwater flow from each suspect location
* Sketch the benzene level contour lines in test well area
* Add additional color and/or shading to map to show features

**Graphic Designer**

* Gathers images to represent different suspect industries
* Creates Group Logo
* Takes images or screen shots of large map
* Takes images or screen shots of different points of interest on map

**Technical Advisor**

* Keeps group’s best/most complete information (suspect list, well data, map info, etc.)
* Makes sure each group member uses most accurate information on Keynote pages.
* Answers any technical questions from group members

**Editor**

* Offers editing help to members during writing process
* Reads over and helps edit all slides for grammar, capitalization, punctuation, and spacing.

**Presentation Coordinator**

* Organizes slides from individual members
* Coordinates presentation design features, all slides consistent
* Designs, formats, completes final presentation