

**Babywearing International, Inc.**

**President**  
*Christie Chapman (VBE)*

- Responsible for oversight of all chapter activities
- Maintain contact with BWI, Inc.

**VP of Education**  
*Sarah Ludwig (VBE)*

- Coordinate training and orientation process for incoming VBEs
- develop them and COTM calendar
- Maintain blog and social media
- oversee outreach committee

**VP of Administration**  
*Alanna Holbach (VBE)*

- Maintain financial records
- Submit quarterly reports and dues payments to BWI
- Invoice members for overdue carriers
- Maintain membership records and initiate renewals
- File annual taxes
- oversee fundraising committee

**Meeting Coordinators**  
*Rachel Sirota, Katy Turnbull (VBEs)*

Manage (complete or delegate) all details of monthly meetings

- Confirm venue and schedule meeting on FB and MeetUp
- Send reminders for carriers due back
- Manage local libraries and transport as needed
- File meeting report
- Ensure dues received are deposited in bank account or sent to VP of Administration
- oversee meeting host committee

**VBE Trainees**  
*Haley Cloughessy, Mich Conway, Kristy Lozina, Leah O'Donnell, Katherine Spector, Shanna Straut*

- Attend a minimum of one meeting per month
- Assist meeting host with setup OR cleanup at meetings
- Complete delegated tasks after monthly meeting
- Serve on one committee

**Outreach Committee**  
CSVs

- Coordinate biannual community outreach events
- Assist with social media as needed

**Fundraising Committee**  
CSVs

- Coordinate bi-annual fundraising events
- Solicit donations from vendors and community partners

**Meeting Host Committee**  
VBETs, CSVs

- Assist with sign in/out, welcoming, library returns at meetings