

Agua Viva International Job Descriptions

Introduction.....	1
Board of Directors (BOD).....	1
Board of Administrators (BOA).....	2
Africa Committee.....	2
Latin America Committee.....	3
Inventory Committee.....	4
Recorder & CRM Committee.....	4
Finance Committee.....	5
Annual Gala Committee.....	5
Fundraising Committee.....	5
Volunteer Committee.....	6
Media & Communication Committee.....	6
Education Committee.....	7

Introduction

Agua Viva International operates with the dedicated support of volunteers across the United States, collaborating with in-country teams, all working together to achieve our mission. Our organizational structure thrives on overlapping and supportive efforts, ensuring efficient operations and impactful outcomes.

To gain insight into our reporting structure, please refer to our Organizational Chart [\[here\]](#). For a deeper understanding of how U.S. Volunteers and In-Country Teams collaborate, explore our Three Support Lines [\[here\]](#).

As of January 2026, Agua Viva International estimates a need for **45-74** volunteers to operate at full capacity, with **35** positions currently vacant. The success of our organization hinges on forming partnerships with volunteers who help us direct funding to providing purified water to communities in need.

If you or someone you know possesses the passion and skills to contribute to our cause, please contact Volunteer@AguaVivaInternational.org Together, we can make a significant impact worldwide.

Board of Directors (BOD)

Current members: Ricky Ogden (Chairman), Jerry Johnson (CEO), Noelle Mware, Amy Clement, Len Danaher, Jeff Noland, Jim Unruh, Shawn Freeny

Current vacancies: 4 people

6-12 people: Must include CEO and Chairman of the Board. Also includes 4-10 additional members who are not on the BOA

- The BOD advises, governs, and oversees policies and direction for Agua Viva International, Inc. They also support leadership, promotion, and fundraising efforts to fulfill the organization's mission. The BOD is comprised of six to twelve members, each with equal voting rights, who provide input to the Board of Administrators (BOA) through the Chairman and CEO
- BOD committees may be created when deemed necessary to help the organization achieve its goals. Current committees include: Executive, Finance, Sponsorship, Outreach and Communication
- Each director serves a three-year term. Terms may be renewed
- The Board of Directors meets at least quarterly, and BOD committees are expected to meet an average of three to four times per year
- Each Director is expected to actively engage in meetings and events, serve on committees, and be alert to public concerns aligned with Agua Viva International's mission. Each director should promote the organization's objectives, understand its finances and policies, and contribute to fundraising efforts. Also, Directors must make an annual gift of at least \$1,000 to support Agua Viva International's initiatives

Board of Administrators (BOA)

Consists of 10 committees, outlined below

- The BOA is led by the CEO, who ensures that BOA members meet their job descriptions as listed in the Bylaws
- Each BOA committee has a Chair or Administrator who attends monthly BOA meetings to provide updates. Committee members who are not the Administrator are not required to attend the monthly BOA meeting, but must attend individual committee meetings throughout the year
- Terms are not defined or determined by a specific length of time and will adjust with the organization's needs

Africa Committee (Kenya, Tanzania)

Current Members: Abby Clem-Beeman (USCC), Nolan Groff (USCC), Noelle Mware (USCC), Mbaja Wagome (ICC)

Current Vacancies: 2 people

3-6 people: 1-2 ICC, 1-2 USCC, 1-2 people to help with travel and training

- In-Country Coordinator (ICC) runs the business on the ground.
 - Manages and maintains in-country teams. Ensures in-country teams are cross trained.
 - Builds relationships with new communities and schedules new installations based on in-country team availability.
 - Collects and completes core documents for new and existing Operating Partners and sends documents to USCC.
 - Visits Operating Partners at least once a year and builds relationships between Operating Partners
- U.S. Country Coordinator (USCC) manages and supports ICC
 - Makes sure the in-country team is fully staffed and recruits additional ICCs as needed. Encourages ICCs to build a strong team with plenty of backups.
 - Works with ICC to prepare for each install, including budgeting, scheduling, and collecting core documents. Monitors inventory, manages in-country contact info, metric collection from Operating Partners.
 - Visits ICC at least once a year and serves as main ICC point of contact.
 - Provides support to ICC and helps solve problems when they come up.
 - Collaborates with the Communications Committee to update the website with newly completed projects.
- 1-2 people to travel, train new volunteers, and provide additional project management support

Latin America Committee (Honduras, Guatemala, Ecuador)

Current Members: Rigo Rios (ICC-Honduras), Mario Akhras (ICC-Ecuador), Mayra Cerda (ICC-Ecuador), Marisol Ventura (ICC-Guatemala), Barbara Gillard (USCC-Ecuador), Daryl Taylor (USCC-Honduras), Jerry Johnson (CEO)

Current Vacancies: 9 people

9-16 people: 3-6 ICC, 3-6 USCC, 3-4 people on metrics/additional support

- € In-Country Coordinator (ICC) runs the business on the ground.
 - Manages and maintains in-country teams. Ensures in-country teams are cross trained

- Builds relationships with new communities and schedules new installations based on in-country team availability
- Collects and completes core documents for new and existing Operating Partners and sends documents to USCC
- Visits Operating Partners at least once a year and builds relationships between Operating Partners
- € U.S. Country Coordinator (USCC) manages and supports ICC
 - Makes sure the in-country team is fully staffed and recruits additional ICCs as needed. Encourages ICCs to build a strong team with plenty of backups
 - Works with ICC to prepare for each install, including budgeting, scheduling, and collecting core documents. Monitors inventory, manages in-country contact info, metric collection from Operating Partners
 - Visits ICC at least once a year and serves as main ICC point of contact
 - Provides support to ICC and helps solve problems when they come up
 - Collaborates with the Communications Committee to update the website with newly completed projects
- € 1-2 people to travel, train new volunteers, and provide additional project management support.

Inventory Committee

Current Members: Nolan Groff, James Holdcroft

Current Vacancies: 0 people

1-2 people

- Manages total number of water filtration system components held by AVI in the US and orders more as necessary for upcoming installs, including water meters, filters, piping accessories, water test kits, suitcases, self-closing valves, sand filter parts and pieces, etc.
- Coordinates with Education Team to ensure there are enough suitcases available for all upcoming commitments.
- Supports USCCs by monitoring total number of components held by ICCs in-country and alerts USCC when ICC may need to order more as necessary for upcoming installs, including water bottles, tanks, pipe, etc.
- Notes when certain parts are difficult to find in each country, such as bulkhead fittings, and ensures USCC and ICC know that these parts should be restocked when USCC visits ICC.

Recorder & CRM Committee

Current Members: James Holdcroft (Recorder), Dave Nall (CRM)

Current Vacancies: 2 people

2-4 people who collectively manage recorder responsibilities and CRM responsibilities

- Recorder Responsibilities
 - ∅ Takes minutes at BOD and BOA meetings and uploads to the shared Agua Viva OneDrive
 - ∅ Prepares agenda before BOD and BOA meetings, including soliciting comments at least one week prior to meeting, and distribute final agenda 24 hours before meeting
 - ∅ Maintains distribution list for BOD and BOA
- CRM Responsibilities
 - ∅ Maintains various contact lists, including donors and Operating Partners
 - ∅ Updates contact information throughout the year and shares updated lists with the Communications Committee

Finance Committee

Current Members: Steve Jackson (Treasurer)

Current Vacancies: 2 people

3 people: 1 Treasurer plus 2 supporting members

- ∅ Provides monthly financial statements to the BOA and BOD
- ∅ Assists USCCs with budgeting and reconciling expenses
- ∅ Checks the PO Box every week or two and deposits donations received through the mail
- ∅ Uploads bank statements and financial summaries to the shared Agua Viva OneDrive
- ∅ Codes and balances transactions in QuickBooks
- ∅ Prepares five-year financial summaries from QuickBooks output
- ∅ Works with McAuley Crandall to prepare annual federal and state income taxes

Annual Gala Committee

Current Members: Elaine Ogden (Chair), Lori Ferber (Event Space Liaison), James Holdcroft (Software & Registration Coordinator), Imani Lemon (Graphic Design Coordinator), Abby Clem-Beeman (Social Media Coordinator), Ken Lee (Volunteer Coordinator)

Current Vacancies: 1 Auction Item Coordinator

7 people

- Committee Chair manages the committee, obtains appropriate approvals from the BOD, and ensures all roles are filled
- Event Space Liaison is responsible for the overall event coordination, liaison with the event space, responsible for the event experience, including food, drink, decor, audio and visual experience
- Software & Registration Coordinator ensures that the auction software meets the needs of the committee and event attendees. Coordinates with other committee members to input auction items, assign event attendees to tables, and troubleshoot software issues
- Auction Item Coordinator solicits and collects auction items donated from businesses. As auction items are collected, groups auction items together to create packages and identify missing pieces. Prepares packaging, signage, and displays for auction packages
- Graphic Design Coordinator creates designs for printed materials, including save the dates, invitations, programs, social media posts, and website splash page
- Social Media Coordinator creates a communication campaign and coordinates with Communications Committee to schedule and post the campaign. Works with the BOA to collect photos from noteworthy events from Agua Viva to spotlight during a slideshow and video during the event.
- Volunteer Coordinator develops a list of volunteer positions needed to run the event. Solicits volunteers to assist with set up, check-in, check-out, etc.

Fundraising Committee

Current Members: (vacant)

Current Vacancies: 8 people

4-8 people: 2-4 on Grants, 2-4 on Corporate Fundraisers, 2-4 on Event Fundraisers

- Grants
 - Works with USCCs and CRM Administrator to organize metrics
 - Researches and identifies grants that Agua Viva qualifies for
 - Drafts responses to standard Grant prompts, such as “tell us about your organization,” and saves these responses in the Agua Viva shared OneDrive
- Corporate Fundraisers

- Works with Finance Committee to identify corporations who have donated in the past and solicits renewed commitment from these corporations
- Attends at least two non-profit networking events per year
- Identifies creative ways corporations can sponsor different aspects of Agua Viva projects, such as sponsoring an entire system, sponsoring a team, sponsoring an event, etc.
- Seeks out Lunch & Learn opportunities to introduce new groups to Agua Viva
- Updates corporate marketing publications as needed
- Solicits stock donations
- Event Fundraisers
 - Plans additional fundraising and awareness-raising events, such as trivia nights, open houses, fun run, or meet and greets
 - Submits budget to BOA and BOD for approval

Volunteer Committee

Current Members: Barbara Gillard, Ken Lee, Candacé Darden

Current Vacancies: 1 person

3-4 people

- Coordinates with other BOA and BOD committees and responds to needs for more volunteers.
- Organizes recruitment events for specific audiences based on need. For example, if there is a need for help on the Finance Committee, the Volunteer Committee could organize a recruitment event at the Accounting Club at UMKC
- Attends AVI events and is available in case any event attendees express an interest in volunteering
- Attends networking events to promote Agua Viva volunteer opportunities. For volunteers that are required to travel internationally, assists team leader in collecting necessary paperwork, such as passports, medical releases, and vaccination records

Media & Communication Committee

Current Members: Joel Crampton, John Haake, Matt Staub

Current Vacancies: 4 people

4-7 people: 1-2 on the Ozonator, 1-2 on the Website, 2-3 on Social Media

- All members assist with developing new outreach opportunities to break into new markets or connect with new audiences
- Ozonator Newsletter
 - Collaborates with USCCs to identify and describe activities for content
 - Collects information and photos from volunteers and organizes them into a newsletter format
 - Plans ahead to build a “pipeline” of articles so the Ozonator can be sent on a regular schedule
 - Distributes the Ozonator and follows up if there are issues with people receiving it
- Website
 - Manages website and reports traffic metrics at BOA meetings
 - Updates content with upcoming events, completed projects, or significant changes to the organization
- Social Media
 - Collaborates with USCCs to identify and describe activities for content
 - Plans ahead to build a “pipeline” of content so Agua Viva can have a strong social media presence. Ensures social media posts direct traffic to the website

Education Committee

Current Members: Nancy Allen (Chair), Connie Turnipseed, Karen Fahrmeier (Admin)

Current Vacancies: 2 people

3-5 people: 1-2 on training new volunteers, 4-5 on packing and providing education support to each Operating Partner

- Ensures there are sufficient education materials in each language, packed and ready to go for scheduled installs. Refreshes materials for existing Operating Partners as they express a need.
- Trains U.S. volunteers to be educators on installation trips.
- Prepares and updates education objectives. Develop strategies to meet the objectives of the organization.
- Recruit and schedule extra volunteers as needed to make, assemble, organize, and pack education material.