**Defining the role of a Project Manager for Aeon**

This form was created to help define the roll set forth as a project manager. Some community members have inquired as to the purpose of the project manager. The term “Project Manager” was chosen because, at the time, there was not an individual that I believed was overseeing or managing the project and communities course on a *daily basis* on all aspects. This position may not have been properly interpreted by community members in the initial Q1 2019 funding proposal as to what this term meant or what it would include, however the funding proposal listed information regarding my personal views of the current project and community status, along with milestones that were targeted to achieve based off community interest at the time of the proposal. Since there was not a set format defined for what the project manager was or what their tasks should be, I would like to explain this as how I view this roll for serving the Aeon community. This document can be used for future persons delegated to this roll.

**Rolls of Project Manager:**

Exchange Contact Liaison- Project manager is in charge of contact between all listed exchanges and coin swap platforms. Person is a trusted individual to act in the communities and exchanges best interests to help protect, secure, and continue proper relations between exchanges and community members along with their assets. Person is also in charge of contacting exchanges for proposed listing and also a point of contact for exchanges inquiring to list Aeon. Person is responsible for filling out and submitting exchange listing documents in a timely manner, along with following up with those exchanges to verify acceptance of the documents. Person is responsible for creating funding proposals if required, and securely managing or submitting payments as needed for listing on these exchanges. If emergency situations arise, project manager is responsible for delegating a point of contact to inform those exchanges of information required to keep both the exchanges and community assets safe.

Merchant Contact Liaison- Project Manager is responsible as a contact liaison for merchants that have Aeon integrated as a payment platform and, if not able to, provide a point of contact for questions of merchant integration into their platform. Person is responsible for general information regarding integration into their platform. Person is responsible for delegating individuals responsible for working on a developer level for any integration needs or requirements for proposed or current merchant platforms inquiring for such help. Person will work on seeking out new merchants to adopt Aeon as a direct payment platform. When the time arises, person will delegate an individual as the main merchant contact for Aeon.

Basic Marketing- Project Manager is responsible for basic marketing activities of Aeon to the public. Person is responsible for seeking out marketing for the project and attracting individuals to provide professional platforms in which they can promote and inform the public about Aeon, its community, and lifecycle. Person is not responsible for creating marketing materials but is responsible for distributing these materials when needed.

Developer Liaison- Project Manager is the liaison between community members and the developers when needed. Person is responsible as a point of contact for development status and proposed changes in the code when developers are unable to connect with the community. Person should attempt to gain a community consensus on the short- and long-term goals of the project and interact with main developers to help implement changes.

Community Liaison- Project Manager is responsible for running the @AeonCommunity twitter account, which is used in addition to the main @Aeoncoin account as a trusted contact point for exchanges, merchants, servicers, wallet platforms, coin informational sites, and other points of contact for the project. Person is responsible for sending tweets to inform community members of project updates, release binaries, funding proposals, blog posts, project integrations, and other various events in the community. Person is responsible for running the @Aeon\_Community Medium blog providing a personalized touch on community events, Bi-weekly State of Aeon posts, project updates, social giveaways, and a contact point for outside community interest that may not initially have interest in the project. The Medium platform can provide a Technical and Informative approach to attracting the interest of other communities.

Project Development Management- Project Manager is responsible for implementing large scale community ideas into formatted and organized projects while delegating work as needed to individuals who are willing to and able to complete the work. Person is responsible for creating the necessary funding proposals if required to complete these projects and also complete payment to individuals required. Project manager is not responsible for oversight of individual community members personal proposals for additions to the project, however, person is responsible as a contact liaison to said individual for the proper formatting of proposals and keeping up to date with the status of their proposal as so it is completed in a timely manner.

Community GitHub- Project Manager helps community members by guiding new or experienced persons to the repository for community engagement. Person is responsible for creating and maintaining community standards within the project so that members can assist in streamlining all aspects of the project from core code implementation, new platform asset integration, translations, testing guidelines, or other areas of community engagement. If person is unable to complete this task, person will delegate work to individuals who are able to assist in the process of streamlining integrations.

Community Meeting Administrator- Project Manager is responsible for scheduling, moderating, and delegating individuals to assist in monthly or bi-monthly Community Meetings. The project manager must give ample notice of such events unless emergency circumstances require a meeting that is not scheduled. Person will delegate individuals for secondary meetings to allow for additional community involvement outside certain time zones.

Social Platform Administrator- Project Manager is delegated as a moderator on at least one social platform such as Discord, Telegram, Reddit, or BitcoinTalk. Administrator Privileges gives legitimacy to project manager to outside individuals seeking interest in the platform.