**Executive Summary**

This document identifies the core team members, role, contact information, and core responsibilities for each role.

# Core Team Members

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| --- | --- | --- |
| Role | Name | Email |
| Captain | Joshua D. Hinshaw | [Ichiban.joto@gmail.com](mailto:Ichiban.joto@gmail.com) |
| Delivery Lead | Bryant Noel | [Bryant\_noel@outlook.com](mailto:Bryant_noel@outlook.com) |
| Organizer | Sarah Beth Frye | [sarahbethfrye@gmail.com](mailto:sarahbethfrye@gmail.com) |
| Data Wrangler | Boyd Stephens | [bstephens@netelysis.com](mailto:bstephens@netelysis.com) |
| Community/Government Liaison | Mr. Heitkamp? |  |
| Scribe | Jacquie McKinney | [jacquelinehfl@gmail.com](mailto:jacquelinehfl@gmail.com) |
| Publicist | Natalee Hinshaw  Meg Lewis | [natalee.waters07@gmail.com](mailto:natalee.waters07@gmail.com)  [mlewis@montgomerychamber.com](mailto:mlewis@montgomerychamber.com) |
| IT Inventory Manager | Elijah Lofgren | [elijahlofgren@gmail.com](mailto:elijahlofgren@gmail.com) |
| Fundraising Lead |  |  |

# Roles and Responsibilities

**Brigade Captain:** Leader of the brigade. Responsibilities include:

* Continuously developing the brigade
* Developing and executing HackMGM’s strategic plan
* Implementing and enforcing policies and procedures
* Collaborating with local government and community partners
* Championing HackMGM activities in Montgomery, Alabama
* Building the core team

**Delivery Lead:** The projects manager in the Brigade. He or she has working knowledge of all the projects being hacked on at a given time in the brigade, understand the needs of those projects, and helps members find projects and projects find members. Responsibilities include:

* Possessing active knowledge of all projects being worked on in HackMGM
* Understanding of the needs of hacked projects projects
* Connecting new members to projects
* Working with project teams and project leads on project planning and accessing resources
* Understanding the priorities and needs of the city
* Funneling relevant Code for America (CfA) fellowship and brigades apps to Brigade members for redeployment opportunities

**Community Organizer:** Responsible for building and maintaining community. He or she assists in recruitment and welcomes and orients new members to the Brigade. He or she is the point of contact for members who have questions about how to get started, what to do next, or how to help locally. Responsibilities include:

* Recruiting new members
* Onboarding new members
* Empowering new members to use skills in brigade structure
* Helping members move up the ladder of engagement
* Keeping track of membership

**Data Wrangler:** The brigade’s data librarian. He or she campaigns on behalf of HackMGM to ensure the wider availability of data. Responsibilities include:

* Identifying and prioritizing focus areas where data can be exposed
* Working with the community and local officials to expose data
* Collaborates with other organizations in soliciting data exposure of government services
* Documenting and reporting progress to the core team

**Community and Government Liaison:** Mentor to fellow brigade members and HackMGM advocate to the public and officials on open government, open data, and civic hacking practice. Responsibilities include:

* Identifying and engaging the community’s key leaders and government officials
* Documenting feedback and reporting progress to the core team

**Scribe:** Keeper of the minutes. He or she documents the topics, discussions, and decisions derived from public hearings, brigade meetings, and core team meetings. Responsibilities include:

* Distributing and archiving the minutes
* Developing brigade training materials
* Managing wiki updates
* Assisting in or writing software documentation

**Publicist:** Owner of the communication streams for HackMGM. He or she focuses on telling the stories of the brigade’s impact on Montgomery. Responsibilities include:

* Owning brigade content, marketing and social media
* Ensuring website media updates
* Communicating brigade success stories to local press

**IT Inventory Manager:** Focal point and manager for the brigade’s IT assets. Responsibilities include:

* Ownership and management of HackMGM’s IT inventory
* Issuing and enforcement of IT assets and licensing

**Fundraising Lead:** Focal point and manager of the Brigade’s fundraising strategy. Responsibilities include:

* Developing the Brigade’s fundraising strategy
* Discovery and tracking of prospects and donors
* Advising the Core Team
* Communicating timelines for engaging prospects and donors within the donor cultivation cycle