LEADER & PARTNER ORG ROLES

AspireIT is a leadership opportunity for Leaders (Aspirations in Computing Community members). Leaders are the main contact and project manager. Partner Organizations (NCWIT Alliance members) serve as a mentor and fiscal agent. They work together to plan and implement an engaging experience for participants; they should meet regularly and communicate often. The full participation of both Leaders and Partner Organizations is needed for a successful program!

**ASPIREIT LEADER**

- Lead the design and coordination of the AspireIT Program
- Be a major educator in the AspireIT Program (one who is teaching or serving as teaching assistant)
- Be compensated for their participation and work
- Be involved in reporting to NCWIT (before and after the program)
- Act as the main contact and submit AspireIT program information on behalf of team
- Provide Partner Organization with copies of any documents submitted to NCWIT on behalf of the AspireIT program
- Copy the Partner Organization on AspireIT related communications

**ASPIREIT PARTNER ORGANIZATION**

- Provide fiscal agency* for the AspireIT Program
- Sign the NCWIT AspireIT Agreement and carry out all tasks within (either directly or ensuring they are completed by someone else)
- Communicate to Leader processes for paying a stipend/wages, making purchases, and submitting reimbursements (develop processes if non-existent)
- Offer space and other supportive materials for program
- Serve as mentor to Leader
- Provide liability* insurance for the program
- Copy the Leader on AspireIT related communications

*see back for details
FISCAL AGENCY

A fiscal agent is an organization that acts on behalf of another party and performs various financial duties. Fiscal agents provide limited financial oversight for groups and individuals. In the case of NCWIT AspireIT, the role of fiscal agent is provided by the Partner Organization.

The fiscal agent is the steward of the NCWIT AspireIT funds on behalf of the program, and will do things like pay stipends or wages of NCWIT AspireIT staff, reimburse expenses for materials needed for the program, or pay invoices for field trips. All fiscal agents will operate under their own policies and procedures using the budget created by the Partner Organization and Leader and submitted during the application process.

We recommend that all parties in the NCWIT AspireIT program planning team meet with the fiscal agent contact to fully understand how to access money, have expenses approved or pre-approved before spending, or request payments for expenses of the program, or stipends/wages of the Leaders.

The fiscal agent will be required to sign an Agreement from NCWIT.

LIABILITY

Although liability has many meanings, (it can mean something that is a hindrance or puts an individual or group at a disadvantage, or something that someone is responsible for), in the case of NCWIT AspireIT programming, liability means the organization takes responsibility for the programming and its constituents.

In the United States, anyone is able to sue anyone for any reason. Liability is determined in the court of law. That being said, it is in the best interest of organizations and agencies to do what they can to make sure their program is safe and satisfactory.

The Partner Organization is assuming “basic liability” for the program. This means they carry an insurance policy that covers those involved in the program in case something unexpected or harmful happens.

Please make sure that the Partner Organization or those donating space to the program carry a basic liability insurance policy that covers the NCWIT AspireIT program and its constituents. For further questions, contact the NCWIT AspireIT team at aspireit@ncwit.org.