

Responsibilities	Main	Second	Description
Network, computers, printers, software	Anthony	TBA	Help members to connect to network, maintenance of printers, cartridges ordering Organize software
Website	Taeho	TBA	Update group members, group news, mailing list
GM schedule	Taeho	TBA	Schedule speakers, send reminders for group meetings
Ar and N2 glove box	Alessandro	Bethany	Keep track of moisture, oxygen, regeneration, manage the clutter, train and assist other users
Synthesis/waste hoods	Bethany	Stephanie	Manage oil spills and clutter
Waste system, sharp disposal, EHS call	Stephanie	Gary	Buy containers for waste, change them, fill out form for EHS
Cylinders/ Liquid nitrogen	Dan	Bethany	Set up cylinder inventory , purchase and return cylinders, control lab consumption Order liquid N2
Chemical inventory	Youhong	TBA	Keep inventory updated, organize chemicals
Cat Lab - IR	Dan		Maintenance, train and assist other users
UV-Vis	Taeho	Youhong	Maintenance, train and assist other users
Solvent system	Gary	Youhong	Monitor solvent consumption, replace drums, peroxide test for THF
Autochem	Alessandro	Dan	Maintenance, train and assist other users
Balance area	Stephanie		Cleaning and calibrating balance, manage clutter.
Group policies Safety Committee	Bethany, Taeho Gary, Stephanie		New member/visitor safety training, eyewash testing
Computer area	Zach, Geoffrey, Undergrads		Clean general clutter, keep shelves organized

