



## IEEE Global Humanitarian Technology Conference (GHTC) Program Chair Position Description



The GHTC Program Chair is appointed by the GHTC advisory board and is responsible to Conference Chair, the GHTC advisory board and the Region 6 Director for the execution of duties following the GHTC guidelines playbook and policies documented in the GHTC MOU.

The primary responsibility of the Program Chair is to ensure the success of the GHTC content by overseeing, managing, and scheduling all aspects of the Program. This includes all papers, posters, special sessions, plenary speakers, pre-conference events, and exhibitions. Several supporting positions will be created to aid the Program Chair in areas such as the technical program (papers, posters, special sessions), plenary speakers, and local arrangements (pre-conference events and exhibitions). These positions will comprise the Program Committee. It is pertinent that the Program Chair focuses on the theme and intent of the program as a whole and works with supporting positions on underlying details of each section of the program.

One of the main roles of the Program Chair is to organize and schedule content into the program by engaging in a collaborative discussion with the Program Committee. To this end, it is essential that the Program Chair develop a synergistic relationship and tailor the roles and responsibilities of supporting positions to work effectively as a team. The Program Chair will take a role in selecting the Program Committee with advice from other GHTC leadership. The Program Chair is ultimately responsible for all content in the Program, and as such, the Program Chair must engage regularly with the Program Committee to help plan, make decisions, and trouble-shoot as needed.

The Program Chair also allocates the budget to program content with advice from the Conference Chair, Conference Vice Chair, Treasurer, and supporting positions in the Program Committee. This includes funding speakers and supporting committee members involved in the Program Committee (e.g., track chairs).

### **Required Time:**

The duration is 12-18 months. That period includes time ahead of previous years conference to start planning for next year, as well as time after the conference to close books, complete publishing materials or what ever else is needed. The time required for this position is approximately 3-8 hrs/week for the first 3-4 month. Then about 5-12 hrs per week for the next 6 month and can be 10-20 hrs/week leading up to few months/weeks before the conference. Successful candidates will be able to demonstrate ability and availability for this level of time commitment

### **Qualifications:**

1. Must be an IEEE member
2. Previous experience as a technical chair, track chair, or session chair in a conference

3. Previous experience working with GHTC is preferred but not required
4. Previous experience with a content management system used in the online process of publications and program content (e.g., EDAS) and the IEEE Conference Timeline/Schedule
5. Familiarity with IEEE copyright procedures and requirements
6. Familiarity with IEEE paper format and requirements
7. Understanding of existing IEEE conference process and procedure, or willingness/time to learn these quickly
8. Project and time-management experience a must, including the ability to create in advance and execute a 12-18 month plan.
9. Excellent speaking, writing skills and proof reading skills a must
10. Willingness to change and quick to adopt new work methods
11. Should have demonstrated an increasing amount of management experience and excellent leadership qualities within their professional career
12. Ability to plan conference vision and strategy, timelines, drive teams to execute
13. Must possess a willingness to develop an understanding of the Strategic Vision of GHTC/HAC/IEEE and commit to its implementation and operating principles
14. Demonstrated leadership skills in a volunteer-led, globally disparate team of volunteers (i.e. Must play well with others)
15. Demonstrated written and oral communication skills and organizational ability
16. Awareness of available resources both internally to IEEE and externally, and a commitment to achieving balanced involvement of both volunteers and external vendors
17. Has an understanding of remote/electronic working environments and associated tools including good computer skills in general office software, IEEE tools, conference calls software etc.

**Responsibilities:**

- Ensure success of the GHTC by overseeing, managing, and scheduling all aspects of the Program
- Responsible for all Program content
- Develop a synergistic Program Committee team, and facilitate in an environment for bi-directional support in which you support the Program Committee and they support you
- Conduct the business of the Committee to achieve the purpose and functions of that Committee in accordance with the GHTC, advisory board and the IEEE Region 6 chair guidelines.
- Should be able to review and respond to email inquiries within a reasonable time (within 1 to 2 days)
- Work with Chair, Treasurer, Local arrangements and Registration chairs in terms of budget and allocation of funds for conference fees, registration, travel for speakers and key participants, publication materials, A/V, publicity etc.
- If the individual will be out of email contact for a significant amount of time (e.g., vacation or traveling), individual should inform chair and advisory board

**Potential candidates must submit an application online at the GHTC website at <http://www.ieeeghtc.org/committee-contacts/committee-positions/>, which will include basic information, as well as the qualifications which would make the candidate an excellent GHTC chair. The application process may include a brief interview as well as request for references to substantiate the candidate's skills at leading successful events of a similar nature.**

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