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

IEEE policy requires the Chair to be a Region 6 IEEE member

The Conference Chair is a high-level leader responsible for overall vision, strategy, planning and execution to enable a successful IEEE Global Humanitarian Technology Conference (GHTC). The Conference Chair works with the GHTC Conference Advisory Board to appoint major positions on the Conference Committee, including Vice-Chair, Programs Chair, and Treasurer or Finance Chair. The Conference Chair works very closely with the conference committee leadership to ensure smooth and timely execution of responsibilities and duties for the conference, ensuring an appropriate distribution of responsibilities and a clear understanding of individual responsibilities.

The chair needs to build on the work of the past conferences and plan for what their conference will leave to support the next year's conference. The GHTC Conference Chair is appointed by the GHTC advisory board and is responsible to 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.

This position and requires ability to create, coordinate and drive an all-volunteer team while being actively involved in ensuring the success of a wide range of conference activities.

- The Conference Chair works closely with Treasurer to create a sustainable budget, ensure conference activities that support healthy attendance while supporting the mission and quality of the conference, drive external fundraising and support, manages effective and responsible use of resources, The chair oversees efforts by the registration chair and the exhibit's chair that generate revenues and support the conference.

- The Conference Chair works very closely with the Local Arrangements Chair to ensure hotel arrangements and facilities provide necessary support for the conference program, including negotiating agreements that are healthy for the conference and meet IEEE requirements for fiscal responsibility. The Conference Chair needs to ensure smooth coordination and execution of activities supporting the program, including technical chairs, track chairs, and speaker chairs.

- The Conference Chair works very closely with the Program Chair to ensure excellent conference content, including quality and number of speakers and author presenters, content that is appropriate to the goals of the conference and IEEE, and supplementary programs, including those that support student or local involvement in the conference.

- The Conference Chair works closely with the Vice-Chair and Publicity Chair to ensure that there is publicity that supports conference activities including attracting authors, attendees and media recognition. This includes both the production of and the distribution of calls for participation, publicity materials, photography and graphics, social media presence, and placement of conference news in distributions of supporting

organizations. The chair needs to be able to advocate and "market" the conference and its vision to gain support from potential sponsors, exhibitors, grantors, high profile speakers etc. as well as attract a high quality of participants.

- The conference Chair is responsible for appointing and coordinating with all the other conference chairs which may include but are not limited to, publications chair, registrations chair, sponsors/exhibitors/grants chairs, publicity chair, website chair, etc.

- The conference Chair keeps the Region Director informed of high-level activities and status of the conference on a regular basis. The conference Chair will let the Region Director know as soon as possible about any problems with budget or execution that the conference Chair is unable to resolve.

Required Commitment:

The position typically begins ahead of the previous year's conference with startup planning, appointments and publicity needed well in advance of the next conference, it continues throughout several months of planning and advance activities, and continues past the conference to complete financial and partner obligations and support the future of the conference.

The duration of this position is 12-18 months. The time required for this position is approx. 5-10 hrs/week for the first 3-4 month. Then about 10-15 hrs per week for the next 6 month and can be 20-30 hrs/week leading up to few months/weeks before the conference. Successful candidates will be able to demonstrate ability for this level of time commitment.

Qualifications:

1. Membership in IEEE and a willingness to develop an understanding of the strategic vision of GHTC
2. Ability to translate strategic vision into tactical action and providing direction and guidance to the design and implementation teams that carry out the mission.
3. Previous experience working with GHTC is preferred (but not required)
4. Experience coordinating/planning successful conference or large event of 200+ people.
5. Leadership skills in a volunteer-led organization that often operates by consensus
6. Management experience and leadership within their professional career is desirable
7. Project-management and time-management skills that apply to a year-long project and a large volunteer committee.
8. Excellent speaking, writing skills and editing skills
9. Ability to manage and motivate a globally disparate team of volunteers
10. Quick learning, flexibility and responsiveness needed to adapt to changing circumstances
11. Understanding of IEEE conference processes and procedures, or willingness/time to learn these
12. Must be able to gain an understanding of the role of technology in enabling GHTC functions

13. Demonstrated interpersonal skills with sensitivity to cross-cultural and transnational issues
14. 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.
15. A passion for GHTC's core value of technology for humanitarian use

Responsibilities:

- Follows the GHTC "playbook" which specifics, roles, responsibilities and recommendations for a successful conference
- Responsible for negotiating and signing all necessary MOUs for sponsors, Technical co-sponsors and other partnering agreements for the conference.
- Files the required IEEE conference paperwork
- Call and chair meetings of the Committee in accordance with GHTC guidelines
- Provide for the recording and distribution of minutes for the meetings in accordance with the GHTC guidelines
- 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 Director's guidelines.
- Establish subcommittees and ad hoc committees as needed in accordance with the GHTC Guidelines
- Report the status of Committee activity to the GHTC Advisory Board and the IEEE Region 6 Director
- Follow recommendations and wishes from the GHTC Advisory Board and Region 6 Director
- Coordinate and approve all GHTC committee expenditures and activities
- Final review and signoff of all conference documents, website material, marketing material, publicity documents, social media content, call for papers etc.
- Maintain cognizance of GHTC committee actual versus planned expenditure rates and associated work completed.

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.