



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



The GHTC Vice-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. The primary roles of the Vice-Chair are to:

- Shadow the Chair and be prepared to act in the Chair's stead at short notice
- Prepare to assist the Chair in performing key tasks and projects.
- Provide oversight on specific GHTC functions to be defined by the Chair such as performing as the publicity Chair including social media presence, marketing docs, website, photography/video etc.

The Conference Vice-Chair is responsible, with the Chair and other GHTC officers, for a successful GHTC outcome by achieving key objectives:

- Contribute to achieving IEEE and HAC objectives.
- Deliver the GHTC value proposition.
- Increase the credibility of GHTC

Pre-Conference Responsibilities:

(5-10 hrs/week for the first 3-4 months) (About 10-15 hrs per week for the next 6 months) (Can be 20-30 hrs/week leading up to few months/weeks before the conference.)

- Work with the Chair to document GHTC policies in the MOU, including the requirement that any expense must be documented with a quotation and invoice that have been pre-approved by (usually) the Chair (or delegate) and Treasurer (or delegate).
- Work with the Chair to achieve approval on the MOU by Financial and Technical/Publishing parties.
- Work with the Chair, Program Chair, Treasurer and Local Arrangements Chair to develop the preliminary Budget, identifying items and account code that exceed 5% of the working budget, using prior year numbers and any new quotations that are developed. Of particular importance is the Food and Beverage budget and subsidies to key participants.
- Work with the Chair, Treasurer and Chairs of Program, Registration, Website Development, Publicity, and Local Arrangements, etc to develop a preliminary timeline for key stages.
- Using the preliminary Budget, work with the Chair and Grants/Sponsor/Exhibitor Chair to review and identify key potential Grant-Awarding organizations.
- Using the preliminary Budget, work with the Chair and Sponsor/Exhibitor Chair to identify key potential Sponsors and Exhibitors

- Using the preliminary Budget, work with the Chair, Treasurer and Sponsor/Exhibitor Chair and Registration to establish registration fees and deadlines
- Manage the publicity side of the conference, including sponsors, exhibitors, website, social media, publicity, marketing docs, news / press releases etc.
- Moderate and host regular conference teleconferences when the Chair cannot be in attendance.

During the Conference Responsibilities: (8-12 hours/day)

- Have a complete understanding of everything needed for the conference and back up conference chair and all other chairs to assure a smooth conference
- Be ready to fill in for chair with interviews, VIPs, press, and possible discussions with sponsors for next year

Post-Conference Responsibilities: (2-5 hrs/week until the final reports are submitted.)

- Work with Chair and Treasurer to close books, write up final reports, get final grant funds etc.
- Contribute to improving the GHTC Playbook
- Work with IEEE Tax/Legal to strengthen GHTC policy for refunds/cancellations to minimize visa-related fraud.

Qualifications /Skills (Musts)

1. Must be an IEEE member
2. Demonstrate good skills in spreadsheet manipulation, good communications (oral and written) and reading
3. Leadership skills to work with a globally disparate team of volunteers
4. Be flexible and be willing to change and quickly adopt new work methods
5. Understanding of existing IEEE conference process and procedure, or willingness/time to learn these quickly
6. Be willing to embrace the Strategic Vision of GHTC and to commit to achieving GHTC/HAC/IEEE objectives.
7. Demonstrate the ability to articulate the conference vision and strategy, derive timelines, and drive teams to action
8. Must be able to gain an understanding of the role of technology in enabling GHTC functions
9. Project and time-management experience, including the ability to create in advance and execute a 12-18 month plan.

Qualifications /Skills (Helpful)

1. Previous experience working with GHTC
2. Prior contact and working relationships with IEEE MCE (and MGA) Staff

3. Awareness of available resources both internally to IEEE and externally, and a commitment to achieving balanced involvement of both volunteers and external vendors
4. Have an understanding of remote/electronic working environments and IEEE tools such as IEEE Webex
5. Understanding of the role of websites, social-media and similar technology in enabling GHTC functions. Prior experience as webmaster, blogger and effective user of social media are desirable

Potential candidates must to submit an application on line at the GHTC website <http://www.ieeehtc.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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