

## **IEEE HUMANITARIAN ACTIVITIES COMMITTEE CHAIR POSITION DESCRIPTION**

### **POSITION TITLE:**

HUMANITARIAN ACTIVITIES COMMITTEE CHAIR

### **OVERVIEW:**

The IEEE Humanitarian Activities Committee (HAC) reports to the IEEE Board of Directors.

The IEEE Humanitarian Activities Committee (HAC) shall be appointed by and shall be responsible to the Board of Directors. The Committee shall support the Board vision of IEEE volunteers around the world carrying out and/or supporting impactful humanitarian activities at the local level. This support shall include, but shall not be limited to, the development of programs enabling volunteer engagement in humanitarian activities; the review and evaluation of the overall effectiveness of programs; recommending best practices as they relate to programs and projects; evaluation of funding proposals for projects to be carried out at the local level; and the establishment of partnerships with other entities sharing similar goals with respect to humanitarian efforts.

**Term of Office:** The HAC Chair shall serve a one year term with reappointment permissible for an additional year.

### **ROLES:**

- Chair of HAC
- Chair of HAC ExCom

### **DESCRIPTION OF RESPONSIBILITIES:**

- Calls and presides over Humanitarian Activities Committee meetings.
- Reviews and acknowledges proposals and inquiries to the Humanitarian Activities Committee.
- Prepares and works with Humanitarian Activities Committee staff on finalizing meeting agendas.
- Reviews draft meeting minutes and action items with the Humanitarian Activities Committee staff.
- Assists staff and committee members with any submissions to the IEEE Board of Directors.
- Prepares an annual report of activities of the Humanitarian Activities Committee, or as requested by the IEEE Board of Directors.
- Works with staff to adhere to the approved annual budget.
- Acts as the public face of the committee.
- Acts as the liaison to Engineering for Change (E4C).
- Gives presentations at conferences on the HAC activities
- Assigns the HAC members to chair specific Subcommittees.

- Is responsible for the effective running of the HAC.
- Is responsible for meeting with IEEE staff and volunteers to coordinate and communicate the HAC mission and activities
- Guides the strategic evolution of the HAC
- Chairs the HAC Executive Committee

**ELIGIBILITY:**

- Must be an IEEE Senior member in good standing;
- Cannot be a member of the Board of Directors.

**QUALIFICATIONS AND SKILLS:**

- Passion for humanitarian activities at IEEE and the greater humanitarian and development space;
- Experience and knowledge of one or more of the IEEE humanitarian-related programs or projects and/or external humanitarian-related work involving technologies in IEEE fields of interest;
- Knowledge of the workings of the Humanitarian Activities Committee;
- Working knowledge of the IEEE and its fields of interests, activities, mission, structure, goals, needs, and direction;
- Honesty, integrity, and adherence to high ethical standards;
- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction;
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, and community-building skills;
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
- Capability to focus on strategic issues and make effectiveness a top priority;
- Ability to manage the activities of the committee within the scope of its charter;
- Ability to clearly and comfortably delegate and broadly share both responsibility and accountability;
- Excellent communication skills;
- Sound decision making skills to make timely decisions based on knowledge, analysis and judgment;
- Ability to meet deadlines and respond to communications in a timely fashion;
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures such as the basics of Robert's Rules of Order; and
- Prior relevant volunteer experience.

**ESTIMATED TIME REQUIREMENTS:**

Item Total Estimated Time Required: approximately 21 – 35 days/year, including travel time

**Bi-weekly call with HAC staff\*** 1 hour/meeting (up to 26 per year)

**Meeting preparation\*** 2 days/year

**In-person committee meetings** (not including travel time) 1 – 2 days/meeting with 2 meetings/year

**Presenting at conferences\*** (not including travel time) 4 meetings/year with 2.5 days at each meeting. Total approximately 10 days/year

**Teleconferences**

- Committee teleconferences held every month 1 hour each (except for months in which there is an in-person meeting)

**Travel** (does not include meeting time)

\*Travel time depends on meeting venue and location of Committee members. Alternate methods of participation may be arranged for those unable to travel.

1-3 days/meeting (2 committee meetings/year and 4 conferences/year)

\* The amount of time is dependent on the program activity, which is variable.

**REIMBURSED EXPENSES:**

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.

## **IEEE HUMANITARIAN ACTIVITIES COMMITTEE MEMBER POSITION DESCRIPTION**

### **POSITION TITLE:**

HUMANITARIAN ACTIVITIES COMMITTEE MEMBER

### **OVERVIEW:**

The IEEE Humanitarian Activities Committee (HAC) reports to the IEEE Board of Directors.

The IEEE Humanitarian Activities Committee (HAC) shall be appointed by and shall be responsible to the Board of Directors. The Committee shall support the Board vision of IEEE volunteers around the world carrying out and/or supporting impactful humanitarian activities at the local level. This support shall include, but shall not be limited to, the development of programs enabling volunteer engagement in humanitarian activities; the review and evaluation of the overall effectiveness of programs; recommending best practices as they relate to programs and projects; evaluation of funding proposals for projects to be carried out at the local level; and the establishment of partnerships with other entities sharing similar goals with respect to humanitarian efforts.

**Term of Office:** Committee members, including non-IEEE member, shall serve a one year term with reappointment permissible for up to two additional one year terms.

### **ROLES:**

- Each member will serve as Chair of one of the following subcommittees:
  - Assessment
  - Partnerships
  - Projects
  - SIGHT
  - Events
  - Communications
  - Education
- Chairs of the Assessment, Projects, and Events Subcommittees will serve on the HAC ExCom
- One committee member will be a non-IEEE member who has specialized expertise in the area of humanitarian efforts

### **DESCRIPTION OF RESPONSIBILITIES:**

- HAC's positions are portfolio-based. A single person should not have multiple portfolios except as they may serve on the ExCom of the committee. To ensure overall impact of the IEEE's humanitarian activities, it is necessary that portfolio owners have the requisite background and experience needed for their particular area.

- Based on expertise, members are assigned by the HAC Chair to Chair one of the Operational Subcommittees of the HAC and carry out associated duties.
- Review agenda material prior to each meeting.
- Attend the HAC meetings and monthly teleconferences.
- Actively participate in discussions.
- Perform such duties as assigned by the Chair.

#### **ELIGIBILITY:**

- Must be an IEEE regular member in good standing;
- Cannot be a member of the Board of Directors.
- EXCEPTION: one non-IEEE member who has specialized expertise in the area of humanitarian efforts is to be part of the committee.

#### **OVERALL QUALIFICATIONS AND SKILLS:**

- Passion for humanitarian activities at IEEE and the greater humanitarian and development space;
- Experience and knowledge of one or more of the IEEE humanitarian-related programs or projects and/or external humanitarian-related work involving technologies in IEEE fields of interest;
- Knowledge of the workings of the Humanitarian Activities Committee;
- Working knowledge of the IEEE and its fields of interests, activities, mission, structure, goals, needs, and direction;
- Honesty, integrity, and adherence to high ethical standards;
- Excellent people skills including the willingness to build on other's ideas; negotiate compromise and resolve differences; and to maintain positive working relationships;
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, and community-building skills;
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
- Capability to focus on strategic issues and make effectiveness a top priority;
- Excellent communication skills;
- Sound decision making skills to make timely decisions based on knowledge, analysis and judgment;
- Ability to meet deadlines and respond to communications in a timely fashion;
- Ability to share accountability and responsibility with other committee members;
- Familiarity with parliamentary procedures such as the basics of Robert's Rules of Order; and
- Prior relevant volunteer experience.

#### **SPECIFIC QUALIFICATIONS AND SKILLS FOR SUBCOMMITTEE CHAIRS**

- Assessment Chair shall have the following skills and experience:

- Ability to ask unbiased questions, probe details and reach conclusions in a way that promotes the responsible growth and effectiveness of the organization, its volunteers and projects
  - Experience with a diversity of IEEE activities
  - Ability to bring a group to consensus
  - Ability to work with volunteer and staff teams
  - Good oral and written communication skills
  - Good organizational skills and appreciation of the need for longitudinal studies of performance
  - Some background in statistical assessment measures
- Partnership Chair shall have the following skills and experience:
    - Experience across a range of IEEE organizations
    - Experience in partnership activities such as fundraising, serving on the board or in a leadership position of multinational, preferably humanitarian, organizations
    - Experience in working collaboratively with other IEEE or, especially, with external organizations
    - The ability to communicate effectively with diverse partners and potential partners as well as keep internal stakeholders abreast of activities in a timely manner
- Projects Chair shall have the following skills and experience:
    - Leading a group making project or funding decisions
    - Knowledge of the IEEE and ability to communicate and work effectively across the organization
    - Ability to bring a group to consensus when working with competing resources and projects
    - Understanding of the work of other engineering organizations, NGOs, and INGOs working in the humanitarian/development sphere
    - Good oral and written communication skills
    - Knowledge of IEEE Humanitarian activities and projects
    - Technical knowledge of basic technologies in humanitarian space, project management skills, experience
    - Field experience with humanitarian projects in rural Least Developed Country settings (advantageous, but not required)
- SIGHT Chair shall have the following skills and experience:
    - Must have personal experience working with SIGHT teams
    - Global leadership skills in mentoring small teams each of which might have a different project in a different country
    - Ability to effectively manage a global team of volunteers
    - Ability to work with IEEE leadership across multiple OUs
    - Good organizational, oral and communication skills

- Ability to lead the SIGHT committee in managing projects, reports, community engagement workshops, panels at conferences, and the annual SIGHT budget
  - Vision to evolve SIGHT while staying within the goals of the HAC as assigned by the Board of Directors
  - Ability and experience in international travel to developing countries
- Events Chair shall have the following skills and experience:
    - Ability to bring a group to consensus on event funding proposals
    - Knowledge of the IEEE TAB and MGA event activities
    - Ability to communicate effectively to all groups seeking HAC event funding
    - Good oral and written communication skills
    - Experienced with planning and organizing events such as IEEE conferences, and with humanitarian activities
    - Ability to work with Assessment committee to track the effectiveness of HAC funded events
    - Ability to manage within the HAC events budget
    - Ability and experience in international travel to developing countries
    - Prior involvement with locally impactful humanitarian activities and humanitarian events: highly desirable
- Communications Chair shall have the following skills and experience:
    - Knowledge of digital communications, Web Sites, Social Media etc.
    - Experience with IEEE Humanitarian projects
    - Knowledge of IEEE including TAB, MGA, and PSPB (desired)
    - Experience in generating communications within the IEEE, e.g., newsletter, magazine, journal, conference proceeding, etc.
    - Excellent organizational skills and ability to work with IEEE professional staff
    - Excellent oral and written communication skills
    - Ability to work with communities from diverse countries, cultures and languages
- Education Chair shall have the following skills and experience:
    - Experience in IEEE, or other, humanitarian and development activities
    - Experience in generating, or supporting the generation of, educational materials for working engineers
    - Experience and/or appreciation of multiple educational modalities and, given effective infrastructure, the potential for peer learning.
    - Ability and experience in international travel to developing countries
    - Ability to work across disciplines and cultures
    - Excellent oral and written communication skills
    - Ability to build and support teams developing educational materials, e.g., online course, workshops at conference, partnerships with local providers, generation of materials in multiple languages

**ESTIMATED TIME REQUIREMENTS:**

Item Total Estimated Time Required: dependent on role. From 5 - 28 days/year

**Subcommittee Chairs:**

**Bi-weekly calls with Subcommittee** 1 hour/meeting (up to 26 per year)

**Report generation** 1 – 2 days/year

**ExCom Members:**

Additional 1 – 2 days/year for meetings and preparation

**SIGHT Chair:**

**Participation in Community Engagement Workshops/conferences** 6 – 8 days/year plus travel

**SIGHT meeting** 2 days/year plus travel

**All Committee Members:**

**In-person committee meetings** (not including travel time) 1 – 2 days/meeting with 2 meetings/year

**Teleconferences**

- Committee teleconferences held every month 1 hour each (except for months in which there is an in-person meeting)

**Travel** (does not include meeting time)

\*Travel time depends on meeting venue and location of Committee members. Alternate methods of participation may be arranged for those unable to travel.

1-3 days/meeting (2 committee meetings/year)

\* The amount of time is dependent on the program activity, which is variable.

**REIMBURSED EXPENSES:**

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.