

IEEE HUMANITARIAN TECHNOLOGIES BOARD CHAIR POSITION DESCRIPTION

POSITION TITLE:

HUMANITARIAN TECHNOLOGIES BOARD CHAIR

HUMANITARIAN TECHNOLOGIES BOARD OVERVIEW:

The IEEE Humanitarian Technologies Board (HTB) reports to the IEEE Board of Directors.

The HTB shall oversee and support all Humanitarian Technology Programs in IEEE, including those executed by other IEEE organizations. The HTB shall also be responsible for execution of Humanitarian Technology programs assigned to them by the IEEE Board of Directors.

The HTB shall support development of programs enabling volunteer engagement in Humanitarian Technology activities; review and evaluate the overall effectiveness of Humanitarian Technology programs across IEEE, encourage, assist, and recommend best practices as they relate to programs and projects throughout the IEEE; evaluate funding proposals for projects to be carried out at the local level; and establish relationships with other non-IEEE entities sharing similar goals with respect to humanitarian efforts.

Mission: To support impactful and ethically informed volunteer-led initiatives, programs and projects, and mutually beneficial partnerships, as well as to inform policy formulation that harness technology and innovation to address societal challenges (including disaster recovery) in a responsive, effective, and sustainable way.

Vision: IEEE volunteers around the world carrying out and supporting impactful Humanitarian Technology activities at the local level.

Definition of Humanitarian Technologies: Humanitarian Technology activities are defined as those IEEE programs and activities focused principally on applying science, engineering, and technology to satisfy the unaddressed social needs of specific communities which are not adequately served by existing government, commercial or non-commercial services.

POSITION OVERVIEW:

The Chair, Humanitarian Technologies, is appointed by the IEEE Board of Directors and serves as Chair of the IEEE HTB. The Chair shall serve a one-year term; beginning 1 January; re-appointment is permissible.

DUTIES AND RESPONSIBILITIES:

1. Chairs the HTB and presides over its meetings.
2. Makes recommendations for changes to HTB structure, policies, and procedures.
3. Establishes HTB Ad Hoc committees when required and monitors their progress.
4. Informs the HTB of IEEE Board of Directors pertinent discussions and actions taken, and subsequent actions required by HTB.
5. Attends, or designates a representative to attend, in meetings of IEEE committees and organizational units, when significant HTB-related matters are discussed, or when significant input from HTB is needed.
6. Meets frequently in person, online or by phone, with members of the IEEE professional staff, especially with the Staff Secretary, to coordinate activities.
7. Promotes greater cooperation and coordination of Humanitarian Technologies-related

efforts and wider incorporation of, participation in, contribution to (including but not limited to resource allocation) and funding of HTB initiatives and programs.

8. Develops new Humanitarian Technologies initiatives and programs, including proposals for them, that advance the HTB mission and vision aligned with the IEEE strategic plan, with the support of HTB members, IEEE informed members and non-members, and the IEEE professional staff.
9. Following service as Chair, Humanitarian Technologies, serves as Past Chair, HTB and as a member of the HTB.

QUALIFICATIONS:

- Knowledge of the IEEE and its mission, organization, structure, goals and direction.
- Knowledge of the workings of IEEE Humanitarian Technologies and become familiar with all Humanitarian Technologies-related activities across IEEE.
- Relevant experience and knowledge in the fields of Humanitarian Technologies
- Sufficient time to carry out their duties and responsibilities.
- Support of their employer in meeting the obligations of the position
- IEEE Senior Member grade or higher.

ESTIMATED TIME REQUIREMENTS:

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

Bi-weekly call with HTB 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 TECHNOLOGIES BOARD COMMITTEE CHAIR

POSITION DESCRIPTION

POSITION TITLE:

HUMANITARIAN TECHNOLOGIES BOARD COMMITTEE CHAIR

POSITION OVERVIEW:

To facilitate the performance of its mission and vision, and its operational and administrative responsibilities, the HTB has and may establish Committees. This includes the Standing Committees that described in this document, but also ad hoc or special committees, particularly for new programs and partnership program efforts as they are being initiated and developed, that may lead to the later formation of a standing committee.

HTB Committee Chairs must be appointed from among the voting members of the HTB. Unless otherwise specified, these appointments are made by the Chair of HTB in consultation with the Past Chair, who may form an ad hoc advisory of volunteers and staff to assist in making recommendations.

Term of Office: Board members shall serve a one-year term with reappointment permissible for up to two additional one-year terms.

ROLES:

HTB members will serve as Chair of one of the following standing committees or an ad hoc committee:

- Humanitarian Technologies Best Practices and Projects Committee (HTBPPC)
- Humanitarian Technologies Events Committee (HTEC)
- HTB Finance Committee
- Humanitarian Technologies Outreach Committee (HTOC)
- Humanitarian Technologies Programs Committee (HTPC)
 - The SIGHT Committee operates as a subcommittee under HTPC

An Ad Hoc Committee may be appointed to address a specific issue or development opportunity in Humanitarian Technology or supporting its communities, particularly for new programs and partnership program efforts as they are being initiated and developed. These are expected to be of limited duration but may lead to the later formation of a standing committee. The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee are typically limited to one year, and subject to renewal or reappointment. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Chair, Humanitarian Technologies.

DUTIES AND RESPONSIBILITIES:

1. Chair the Committee to which they are assigned or elected, in accordance with the Committee Charter.
2. Represent that Committee on the HTB, while also serving as a voting member of the HTB
3. Serve with and liaison for other IEEE organizational units and other humanitarian and related committees and organizations, as appropriate to the activity they lead within HTB.
4. Report administratively to the HTB Chair
5. Conduct business of the Committee for which they are responsible to achieve its purpose and functions to advance the mission and vision of HTB.

6. Ensure the Committee meets its objectives.
7. Chair and organize timely meetings of the Committee for which they are responsible.
8. Carry out other tasks as assigned to the Committee by the HTB Chair or HTB, including communicating status and written reports to the Chair and HTB as needed.
9. Recommend to HTB and respond to proposed changes to policy and operations to better meet HTB's and the HTB committee's goals and objectives.

QUALIFICATIONS:

1. Previous experience as a member of the HTB, or a predecessor committee, or significant role in an IEEE humanitarian technologies-related effort is preferred.
2. Previous experience and interest in the area of focus of the committee.
3. Must be able to commit sufficient time to carry out their duties and responsibilities.
4. Should have the support of their employer in meeting the obligations of the position

ESTIMATED TIME REQUIREMENTS:

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

Committee Chairs:

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

Report generation 1 – 2 days/year

SIGHT Chair:

Participation in Community Engagement Workshops/conferences 6 – 8 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.