

Projects & Assessment Chair

Duties of the committee:

- Reaching decisions on which projects to support and in what capacity
- Improving quality of each SIGHT project by providing feedback to project proposers
- Evaluating the performance of the year's projects and providing recommendations for the next year including edits to the SIGHT Project RFP
- Develop overall assessment tools and metrics for the SIGHT program, including ways to measure project impact
- Auditing/assessing existing projects and groups
- Improving quality of each SIGHT project

Purpose: Accountable for the solicitation and funding of SIGHT group projects as well as for quality and improvement of projects.

Key responsibilities:

- Convening subcommittee meetings
- Reviewing projects and delegating reviews to the subcommittee members multiple times per year
- Providing feedback and decisions to the applicants
- Updating RFP annually
- Conduct outreach to gauge impact and assess resources needed for greater impact
- Communicating recommendations based on assessment to the SIGHT Steering Committee (SSC)
- Promoting internal and external communication of assessment results

Qualifications:

- Ability to bring a group to consensus
- Ability to delegate work and manage volunteers to deliver results
- Extensive experience with and knowledge of humanitarian/sustainable development projects
- Previous familiarity with the SIGHT program, ideally as part of a SIGHT group
- Expertise in assessment and data analysis
- Ability to synthesize and analyze quantitative and qualitative data and prepare reports effectively

Support provided: Approximately 6-7 subcommittee volunteers, with moderate staff support

Engagement Chair

Duties of the committee:

- Connecting with relevant conference and events as well as participating in mainstream conferences and events
- Developing community engagement workshops
- Developing large event for SIGHT and others
- Creating volunteer manual
- Supporting and cultivating volunteers
- Developing education and capacity building requirements for SIGHT groups
- Facilitating basic understanding of community development and providing education/exposure to mainstream development activities
- Providing clear support and developing templates for SIGHT groups and SIGHT projects

Purpose: Accountable for SIGHT's support of a range of events over the course of the year that spark new interest in SIGHT, provide education/training for SIGHT volunteers, publicize SIGHT achievements and lessons learned, and develop the SIGHT community as well as continuous cultivation of volunteer leaders for SIGHT.

Key responsibilities:

- Convening subcommittee meetings
- Reaching decisions on which events to support and in what capacity
- Overseeing event engagement as well as research and development of a large event for SIGHT
- Representing SIGHT at events, when needed
- Liaising with HAC Events and Education Subcommittees, as well as other SIGHT Subcommittees
- Evaluating the performance of the year's events and SIGHT program process and providing recommendations for the next year, including providing guidance for SIGHT volunteer leaders
- Connecting volunteer leaders to resources, people, and useful information and developing a pipeline of volunteers with leadership potential
- Overseeing research and development of educational materials and continually seeking out new educational topics, themes, and approaches

Qualifications:

- Ability to delegate work, manage volunteers, and bring a group to consensus
- Strategic thinker with strong research and interpersonal skills
- Knowledge of IEEE events and, ideally, external humanitarian events as well as mainstream humanitarian/development activities
- Previous familiarity with the SIGHT program, ideally as part of a SIGHT group
- Ability to travel internationally

Support provided: Approximately 5 subcommittee volunteers, some staff support

Operations Chair

Duties of the committee:

- Guiding new SIGHT groups, including special support for student SIGHT groups, as well as supporting the lifecycle of established SIGHT groups
- Day-to-day communication with SIGHT groups
- Reviewing new SIGHT group petitions
- Following up with SIGHT group activities, including ensuring that SIGHT groups have met their operating requirements
- Assessing group effectiveness and satisfaction of SIGHT group volunteers
- Recognizing and rewarding volunteers by developing, maintaining, and evolving awards for SIGHT activities

Purpose: Accountable for the establishment and continued operation of SIGHT groups as well as implementing a recognition program for SIGHT.

Key responsibilities:

- Responsible for reviewing and communicating recommendations for SIGHT group petitions
- Overseeing reporting (including annual report) and all other operating requirements
- Supporting SIGHT groups and providing additional support for student SIGHTs when needed
- Convening subcommittee meetings
- Implementing a volunteer recognition program
- Overseeing nomination and award process
- Evaluating the program process and providing recommendations for the following year

Qualifications:

- Ability to bring a group to consensus
- Strategic thinker
- Ability to delegate work and manage volunteers to deliver results
- Previous familiarity with the SIGHT program, ideally as part of a SIGHT group
- Prior humanitarian program/project experience
- Ability to delegate work and manage volunteers to deliver results

Support provided: Approximately 3-4 subcommittee volunteers, moderate staff support

Education Chair

Duties of the committee:

- Maintaining the IEEE SIGHT toolkit
- Developing education requirements for SIGHT groups
- Facilitating basic understanding of community development
- Providing clear support and developing templates for SIGHT groups and SIGHT projects
- Providing education/exposure to mainstream development activities

Purpose: Accountable for education of all SIGHT groups

Key responsibilities:

- Convening subcommittee meetings
- Overseeing research and development of educational materials
- Continually seeking out new educational topics, themes, and approaches
- Providing educational materials for Engagement Subcommittee use

Qualifications:

- Strategic thinker
- Strong research skills
- Knowledge of/experience in community development
- Ability to contemplate “real” impact
- Ability to delegate work and manage volunteers to deliver results
- Familiarity with mainstream humanitarian/development activities
- Team player eager to work for the common good

Support provided: Approximately 3-4 volunteers, some staff support

Communities of Practice Chair

Duties of the committee:

- Developing and cultivating Communities of Practices
- Helping evolve projects/ideas into Communities of Practice
- Connecting SIGHT group project ideas to Communities of Practice

Purpose: Accountable for leading the development of communities of practice (CoPs) for SIGHT.

Key responsibilities:

- Convening subcommittee meetings
- Overseeing initial and ongoing research
- Liaising with existing CoPs to determine best practices
- Reporting on progress to SIGHT leadership and staff

Qualifications:

- Strategic thinker
- Strong research skills
- Knowledge of or experience in CoPs extremely useful
- Previous experience in humanitarian activities

Support provided: Approximately 3 subcommittee volunteers, some staff support

Communications Chair

Duties of the committee:

- Strategic communications with SIGHT groups (i.e. newsletter, website, etc.)
- Promotion and recruitment of SIGHT groups
- Dissemination of information, including best practices
- Kindling passions and connecting with a global movement
- Advocating and sharing successes
- Identifying, communicating, and growing the benefits of the SIGHT program and volunteer participation
- Marketing/branding SIGHT and keeping brand evergreen
- Enlisting and managing professional marketing/branding services

Purpose: Accountable for internal and external communications for the SIGHT program as well as maintaining and upholding the SIGHT brand.

Key responsibilities:

- Working closely with SIGHT newsletter editor to suggest topics, create a communication schedule, and execute strategic communications
- Being the voice of SIGHT and promoting and recruiting SIGHT groups
- Providing communications with SIGHT groups about best practices
- Liaising with all other Subcommittees in order to receive updates, information, suggestions, etc.
- Working closely with professional/branding services to develop materials
- Keep track of SIGHT brand usage
- Providing guidance on SIGHT brand usage, including reaching out when SIGHT brand is used incorrectly

Qualifications:

- Knowledge of strategic communications and media
- Experience developing and implementing communications strategies that advance social change
- Superior written and verbal communication skills
- Prior marketing/branding experience
- Professional, tactful communication skills
- Attention to detail

Support provided: Approximately 3-4 subcommittee volunteers, support from SIGHT editor, some staff support

