

I2T Project Officer Job Description

POSITION OVERVIEW:

- Volunteer role with a lot of variety in terms of tasks and time commitment.
- Possible roles include:
 - Scheduler/Lab Coordinator
 - Listserv Manager
 - Member List Manager
 - Communications Forum Leader
 - Mentor Program Leader
 - Committee Leader
 - Web Page Monitor
 - Session Chairs
- You may be asked to help the Deputy Project Manager (DPM) or Project Manager (PM) with other tasks as well – between conferences or at SHARE if you can attend.

ESSENTIAL FUNCTIONS:

- Maintain a familiarity with the SHARE By-laws, policies and practices, and sign a statement to that effect each year.
- Participate actively and regularly in the preparation of, planning for, and attendance of SHARE events
- Comply with all scheduling guidelines and deadlines.
- Work to minimize the expense of special A/V, while maintaining high quality in the sessions.
- Brief all session chairpersons on their responsibilities
- Attend:
 - All-hands meeting
 - General Session
 - Speaker Reception
 - Feedback Session
 - Open Board Meeting (when possible)
- Maintain a good working relationship with the IBM Project Representative.

QUALIFICATIONS & SKILLS:

- Attention to detail
- Year round commitment

DIRECT REPORTS:

- None

Approved by:	SR
Date approved:	5/7/18
Reviewed by:	SR