

# zNextGen Project Officer Job Description

## POSITION OVERVIEW:

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- 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:

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- 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
  - Project Dinner
  - Feedback Session
  - Open Board Meeting (when possible)
- Maintain a good working relationship with the IBM Project Representative.

## QUALIFICATIONS & SKILLS:

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- Attention to detail
- Year round commitment

## DIRECT REPORTS:

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- None

Approved by:	WTH
Date approved:	1/25/2018
Reviewed by:	