



Society for International Development, Ottawa-Gatineau Chapter

Société pour le développement international, Section Ottawa-Gatineau

**SOCIETY FOR INTERNATIONAL DEVELOPMENT  
OTTAWA GATINEAU CHAPTER  
(SID-OG)**



**VOLUNTEER PACKAGE**

Society for International Development  
Ottawa Gatineau Chapter (SID-OG)  
[www.sidottawa.ca](http://www.sidottawa.ca) [volunteer@sidottawa.ca](mailto:volunteer@sidottawa.ca)  
P.O. Box 955, Station B, Ottawa, On K1P 5R1



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## **MESSAGE FROM THE PRESIDENT**

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Dear SID-OG Member:

I would like to thank you in advance for your interest in volunteering with the Society for International Development, Ottawa-Gatineau (SID-OG) Chapter. The Chapter is actively involved in a range of activities, from event programming on themes related to international development, globalization and human security, to networking and community outreach with students, international development practitioners, policy-makers and the diplomatic community in Ottawa. Through volunteering, members like you can actively contribute their time and talents to the Chapter's growing success.

The enclosed package provides an overview of some of the key activities of the Chapter, and outlines opportunities which are currently available should you be interested in volunteering with us. We are also regularly updating our volunteer page on the Chapter's website. I invite you to sign up today, on line at [www.sidottawa.ca](http://www.sidottawa.ca), or fill in the forms below and submit it to our volunteer coordinator(s): [volunteer@sidottawa.ca](mailto:volunteer@sidottawa.ca). Once we process these forms, we will be inviting you to attend one of our volunteer orientation sessions.

I look forward to welcoming you soon to our volunteer team.

Best regards,

Soraya Hassanali  
President  
SID Ottawa-Gatineau



## **ABOUT THE SOCIETY FOR INTERNATIONAL DEVELOPMENT**

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Thank-you for your interest in volunteering with the Society for International Development, Ottawa-Gatineau (SID-OG) Chapter. Below, please find more information on “who we are” (our mission, and vision), and “what we do” (overview of our events).

### **MISSION**

The Society for International Development Ottawa-Gatineau (SID-OG) Chapter, has as its mission to provide a forum for knowledge sharing on issues of development, globalization and human security.

We achieve our mission by:

- Providing a network for individuals working in international development, globalization and human security;
- Providing leading researchers and practitioners the opportunity to address and present pioneering analysis and policy initiatives on SID-related themes;
- Providing a forum for student development and profile; and
- Working in collaboration with other interested partners.

### **VISION**

The Society for International Development, Ottawa-Gatineau (SID-OG) Chapter, undertakes initiatives that foster stimulating and topical discussions and debates on international development issues of interest to Canadians. It does this through the presentation of leading edge research and practice, the dissemination of lessons learned and the diffusion of knowledge to government, business and society. In doing so, the Society engages with academics, professional institutes and pertinent government and private organizations with an interest in international development.

### **MEMBERS OF THE SID BOARD OF DIRECTORS**

The SID-OG Board of Directors is composed of up to 12 individuals, all of whom are working in, studying or having an interest related to the field of international development. The list of current members, along with short biographies, is available at: [www.sidottawa.ca/Board](http://www.sidottawa.ca/Board)



## OVERVIEW OF SID-OG EVENTS

At SID-OG, we pride ourselves on providing a neutral environment wherein candid discussion and debate on cutting-edge global issues may occur among individuals of all theoretical perspectives and political stripes. It is through such an environment, we believe, that optimum learning and knowledge diffusion can take place.

In the past year, we have organized several events around topics as diverse and stimulating as:

- **June 11, 2008:** **Turkish Politics: Secularism and Democracy in a Changing World**  
Murat Somer, Associate Professor at Koç University.
- **May 8, 2008:** **Privatization, Philanthropy and Foreign Aid**  
Carol Adelman, Centers for Global Prosperity & Science in Public Policy Hudson Institute - Washington, D.C.
- **April 29, 2008:** **Women's Empowerment in Afghanistan**  
Panel Discussion: Khorshied Samad; Najia Haneefi; Khadija Bahram; Mirwais Nahzat; Kathryn Trevenen
- **April 14, 2008:** **Truth and Reconciliation Commissions: A Global Perspective**  
Robert Watts, Interim Executive Director of Canada's Truth and Reconciliation Commission, with commenting by His Excellency Abraham Sokhaya Nkomo, High Commissioner of South Africa
- **March 11, 2008:** **The Privatization of Foreign Policy: Challenges and Pitfalls**  
Allison Stanger, The James Jermain Professor of Political Economy and Director of the Rohatyn Center for International Affairs.
- **February 27, 2008:** **Canadian Leadership Initiative in Civil Society and Aid Effectiveness.**  
Real Lavergne, Senior Policy Research Analyst, Corporate Planning, Canadian International Development Agency.
- **February 7, 2008:** **The Feminist Economics of Trade**  
Caren Grown, Economist-In-Residence at the American University.



## VOLUNTEER OPPORTUNITIES AT SID-OG

### EVENTS VOLUNTEER

*Volunteers are needed to assist the SID-OG board with events.*

*The Events Volunteer will:*

- *Assist members of the SID-OG board in coordinating all aspects of logistics for an event (e.g. securing a venue)*
- *Assist members of the SID-OG board in promoting the event by spreading the word to their networks and to interested organizations.*
- *On the day of the event: Assist at the registration table, promote SID-OG at the event, recruit new members, etc.*
- *Time commitment: 4-5 hours for each event. Prior to the event, almost all of the work is done by email, unless a meeting is needed to discuss an event (rarely).*

### VOLUNTEER PHOTOGRAPHER

*This involves volunteering on the day of a SID-OG event.*

*The Volunteer Photographer will:*

- *Take good quality digital pictures of a SID-OG event (speakers, audience) before, during and after an event.*
- *Send the pictures to the President or another Board member of SID-OG no later than 2-3 days after an event for posting onto the website.*
- *Time commitment: 2-3 hours per event.*

### VOLUNTEER WEBMASTER

*The Volunteer Webmaster will:*

- *Update SID-OG's website ([www.sidottawa.ca](http://www.sidottawa.ca)) as needed and as requested by the President.*
- *Post English and French event flyers onto the website (on short notice).*
- *Post event pictures and reports on the website after each event.*
- *Adjust the website and respond to requests by the President or other Board members to develop new features to be added to the website.*
- *Assist SID-OG in developing new technologies, such as a Blog.*
- *Knowledge of Dreamweaver is required.*



- *French is an asset.*
- *Time commitment: 2-3 hours (in total) per month.*

#### **VOLUNTEER TRANSLATOR**

*The Volunteer Translator will:*

- *Translate (to French) new additions to the SID-OG website.*
- *Translate (to French) even flyers.*
- *Translate sections of speeches or messages to be used in events or in emails to members.*
- *Experience or training in translation is an asset.*
- *Time commitment: 3 hours (in total) per event, and/or on-going as required.*

#### **VOLUNTEER NOTE-TAKER**

*The Volunteer Note-Taker will:*

- *Take notes during an event and prepare a report (3 pages or less) for the website.*
- *Note questions from the audience and answers by the speaker(s).*
- *Send the report to the President or another Board member for review, corrections and/ or additions as necessary, and for sending to the Webmaster for posting.*
- *Time commitment: 3 hours (in total) per event*

#### **GENDER EQUALITY VOLUNTEER**

*The Gender Equality Volunteer will:*

- *Be a member of the Gender Equality Committee.*
- *Help organize gender-related events in the context of international development, globalization, or human security.*
- *Assist other SID-OG board members to incorporate a gender perspective into programming activities and organizational practices.*
- *Time commitment: 2-3 hours (in total) per month*

#### **YOUNG PROFESSIONALS COMMITTEE VOLUNTEER**

*The Young Professionals Committee Volunteer will:*

- *Develop and implement a plan for attracting and engaging youth in the work of SID-OG.*
- *Help organize events such as student conferences, networking events, movie nights.*
- *Help organize professional development activities.*



## OTHER VOLUNTEER OPPORTUNITIES

There are always ad-hoc opportunities to volunteer with SID-OG throughout the year. The following are a few examples. Please check off those that are of interest to you.

- Promoting SID-OG at a local community event;
- Writing articles for SID-OG's newsletter on a variety of topics related to development;
- Compiling or maintaining databases of NGOs and other organizations interested in development;
- Undertaking research for the purpose of a presentation, a report, an event or a grant;
- Writing grant requests and reports.

At this stage you will be asked to complete a few forms:

- Form 1: ***Volunteer Opportunities Checklist*** - Describes the type of opportunities available to volunteers. Please place a check mark beside the job or jobs of interest to you.
- Form 2: ***Your Skills and Strengths*** - Asks you to answer a few questions related to your strengths and skills.
- Form 3: ***Sign-Up Sheet*** – Provides us with your full contact information.

Depending on the volunteer position that is of interest to you, you may be asked to become a Member of SID-OG (becoming a Member is not a requirement for all volunteers). To become a Member, you will be asked to pay the annual \$ 35 registration fee. Being a Member entitles you to attend events at a reduced rate and to stand for Board positions. In addition, Members receive a subscription to the SID journal "Development."

***Privacy Statement: Please note that SID-OG takes your personal privacy extremely seriously. We pledge to never share any of your personal information with any organization or individual for any reason. We collect personal information on this page for the sole purpose of contacting our volunteers regarding volunteer opportunities with us.***



## VOLUNTEER OPPORTUNITIES CHECKLIST - FORM ONE

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Please check all of the volunteer opportunities that may be of interest to you:**

- Yes, I am interested in being an Events Volunteer for SID-OG.
- Yes, I am interested in being a Volunteer Photographer for SID-OG.
- Yes, I am interested in being a Volunteer Webmaster for SID-OG.
- Yes, I am interested in being a Volunteer Translator for SID-OG.
- Yes, I am interested in being a Volunteer Note-Taker for SID-OG.
- Yes, I am interested in being a Gender Equality Volunteer for SID-OG.
- Yes, I am interested in being a Young Professionals Committee Volunteer for SID-OG.
- Yes, I am interested in promoting SID-OG at a local community event.
- Yes, I am interested in writing articles for SID-OG's newsletter on a variety of topics related to development.
- Yes, I am interested in compiling or maintaining databases of NGOs and other organizations interested in development.
- Yes, I am interested in undertaking research for the purpose of a SID-OG presentation, a report, an event or a grant request.
- Yes, I am interested in writing grant requests and reports for SID-OG.



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## YOUR STRENGTHS AND SKILLS – FORM TWO

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Please tell us about yourself: Your interest in international development, your skills and any previous experience in working for or volunteering for an NGO.**

Why are you interested in international development?

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Why are you interested in volunteering for SID-OG in particular?

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What skills do you have? Do you have any experience coordinating or assisting in the coordination of events? Do you have any experience writing reports and/or grant requests?

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Do you have previous experience in working for or volunteering for an NGO? (in Canada or overseas)

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What languages can you speak and write?

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## VOLUNTEER SIGN-UP SHEET —FORM THREE

**Please fill-in all of the information below**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Current Occupation: \_\_\_\_\_ Organization: \_\_\_\_\_

Tel #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Unless you state otherwise, we will be contacting you primarily via e-mail. Please indicate if you have another preferred method of communication.**

**Also, in communicating with volunteers, your name and e-mail address may be shared with other SID-OG volunteers and/or Board Members. Please indicate if you do not agree with your address being shared within SID-OG.**

Comments:

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Thank you for your interest in SID-OG! We will be in touch with you. In the meantime, please keep checking our website for the latest on our events and activities.

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