



Society for International Development, Ottawa-Gatineau Chapter

Société pour le développement international, Section Ottawa-Gatineau

**SOCIETY FOR INTERNATIONAL DEVELOPMENT (SID-OG)
OTTAWA GATINEAU CHAPTER
2009 - 2010**



VOLUNTEER PACKAGE

**Society for International Development
Ottawa Gatineau Chapter (SID-OG)**

www.sidottawa.ca

president@sidottawa.ca

P.O. Box 955, Station B, Ottawa, On K1P 5R1



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MESSAGE FROM THE PRESIDENT

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, or fill in the forms below and submit it to our volunteer coordinator(s): 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

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.



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MEMBERS OF THE SID BOARD OF DIRECTORS

The SID board of directors is composed of 11 individuals, all of whom are working in, studying or having an interest related to the field of international development. Below please find the names of the SID-OG Board for 2009-2010:

President	Soraya Hassanali
VP Programming	Dr. Bill Cowie
VP Membership & Secretary	Vivian Cummins
Treasurer	Alexandra Semard
Members-at-Large	Arch Ritter
	Dorothy Rogers
	Hannah Yakobi
	Max Baccouche
	Trang Nguyen
	Liz Clifflen
	Denis Marcheterre
	Jennifer Butterfield



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 in 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:

May 6, 2009	Small Island Developing States: Fragility in a Globalizing World Gone Off-Track (with Dr. David Carment)
April 7, 2009	Child Soldiers: A Gender Perspective (Panel Discussion)
March 26, 2009	China and the Global Financial Tsunami: Start of a New Era? (with Dr. Victor Sit)
March 11, 2009	Human Rights in Latin America: Overcoming Gender Bias? (Panel Discussion)
February 25, 2009	Redefining Canada's Global Agenda: What do Canadians Think? (with Keith Neuman, PhD)
November 28, 2008	Gender Equality and the Current Economic Crisis (with Diane Elson)

VOLUNTEER OPPORTUNITIES AVAILABLE AT SID-OG:

At this stage you will be asked to complete a few forms, below.

- The first describes the type of opportunities available to volunteers. Please place a check mark beside the job or jobs of interest to you.
- The second asks you to answer a few questions related to your strengths and skills.
- The third is a volunteer sign-up sheet.

Depending on the volunteer position that is of interest to you, you may be asked to become a Member of SID-OG. Committee volunteers are asked to register as members, while all other volunteer positions do not require your membership. To become a member, the following rates apply:

Student Membership Fee	\$20
Regular Membership Fee	\$50
Institutional Membership Fee	\$100



VOLUNTEER OPPORTUNITIES (FORM ONE)

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).

Yes, I am interested in being an Events Volunteer for SID-OG.

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.

Yes, I am interested in being a Volunteer Photographer for SID-OG.

VOLUNTEER WEBMASTER

The Volunteer Webmaster will:

- Update SID-OG's website (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.

Yes, I am interested in being a Volunteer Webmaster for SID-OG.



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.

___ Yes, I am interested in being a Volunteer Translator for SID-OG.

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

___ Yes, I am interested in being a Volunteer Note-Taker for SID-OG.



GENDER EQUALITY VOLUNTEER

The Gender Equality Volunteer will:

- Help organize gender-equality related events in the context of international development, globalization or human security, and assist SID-OG Board Members to incorporate gender perspective into programming activities

___ Yes, I am interested in being a Gender Equality Volunteer for SID-OG.

OTHER OPPORTUNITIES

There are always ad-hoc opportunities to volunteer with SID-OG throughout the year. The following are a few examples:

- Outreach Volunteer: Promoting SID-OG at a local community event;
- Writing Volunteer: Writing articles for SID-OG's newsletter on a variety of topics related to development;
- Research Volunteer:
 - Volunteer(s) needed for compiling or maintaining databases of NGOs and other organizations interested in development
 - Another volunteer(s) needed for undertaking research for the purpose of a presentation, a report, an event or a grant;
- Grant Volunteer: Writing grant requests and reports.
- Young Professionals Volunteer: Help organize professional development activities and events, such as student conferences, networking events, and movie night, that engage youth in the work of SID-OG

SID-OG will be sending out a call for volunteers for each of these opportunities to members and will regularly post existing and new opportunities on our website, so stay tuned!



YOUR STRENGTHS AND SKILLS – FORM TWO

Please tell us about yourself: Your interest in international development, your skills and any previous experience in working for or volunteering for an NGO. Please also tell us if you have any previous events management experience.

Why are you interested in international development?

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

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?

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

What languages can you speak and write?



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 VOLUNTEERS AND/OR BOARD MEMBERS. PLEASE INDICATE IF YOU DO NOT AGREE WITH YOUR ADDRESS BEING SHARED WITHIN SID-OG

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.

Comments:

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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