Volunteering for SIP
Benefits and Volunteering Roles

Who is SIP?

The Society of Internet Professionals (SIP) is a not-for-profit, membership based organization to connect, learn and share. Our Vision is to provide the opportunity to leverage technology to have an inclusive future for everyone. Since 1997, SIP has spearheaded many initiatives, educational programs, and networking events. We are rebranding with a new mandate and programs on our 20th Anniversary in 2017.
Details sipgroup.org

Why SIP Needs Volunteers

Volunteer organizations depend on the efforts of their volunteers. SIP needs volunteers to help plan and operate their initiatives and programs, these activities are not funded by public or private sectors. Currently our focus is to plan for our SIP 20th Anniversary Celebration Event, which incidentally will also celebrate Canada 150.

Who Can Volunteer and Why?

Volunteers can work from home, guidance and coaching will be provided. You can put as much time as you can, the only requirement is your commitment and attitude. This is not a structured mentorship/internship with a specified minimum number of hours per week. You can work from home for a few hours a month and attend a monthly meeting.

The opportunity will interest:

- Mature students (have had some work experience or have completed some undergraduate study)
- Anyone who wish to do some community work
- Person in-between jobs
- Entrepreneurs

Society of Internet Professionals™ (SIP™)
120 Carlton Street, Suite 305, Toronto, ON M5A 4K2 Canada
Phone: (416) 891-4937 • www.sipgroup.org • email: rsvp@sipgroup.org

Some of the benefit of volunteering:

1   It is an excellent way to raise your profile.
2   You will be profiled on Volunteers Directories.
3   Hone your networking skills. Build personal network, and you never know if people in this group or their network can help you in many ways.
4   Participate in Entrepreneur Leadership Training.
5   Learn the art of Event Planning and Management, workshops will be offered.
6   Referral to our members and corporate members.
7   For a job well done, you will get a reference/testimonial/certificate of merit.

What are the Roles for Volunteers?

We need volunteers with diverse skills, such as technical, marketing, web design, IT, accounting and events management - there is something for you, provided you have the right attitude and potential.

SIP is in the process of putting together various volunteer positions for 2017-2018, particularly 20th Anniversary Celebration Event Committee.

We are establishing the following Committees for 2017-18; we need various coordinators in each committee. Each committee is headed by a Project Leader. You can take multiple roles and can be part of more than one committee.

Events Committee

We have developed a Seven Step process of Event Planning and management. We need volunteers to take responsibilities of various tasks related to hosting events:

- Event Planning
- Logistics Managing the event
- Outreach and promotions
- Assisting in running the event for audio-video equipment
- Potential speakers and MC
- Taking photos and videos
- Posting photo/video on social media
- Broadcast the event

Website Committee

The committee consists of various roles, such as:

- Designing and developing the SIP website
- Maintenance of website
- Members Directory Website projects
- Website Usability
- Graphic Designer
- Web Analytics
- Web Editor

Social Media Committee

We need volunteers to plan a social media strategy and create campaigns for the following social media platforms:

- Blogging
- Eventbrite
- Facebook
- LinkedIn
- Meetup
- Twitter
- YouTube

Marketing Committee

- Assist in recruiting volunteers
- Funding and sponsorships to raise revenue
- Promote and process membership.
- Expanding Affinity programs with vendors

Communications Committee

- Writing and editing communications, contents, Blog and social media content and the website.
- Newsletter **editing and publishing**
- Dealing with media and press releases

Advisory Board

We need community and technology leaders to advise and steer SIP. There are only two Board meetings in a year.

How to Become a Volunteer

It consist of three steps:

1. Send your resume/biodata to RSVP@sipgroup.org or complete the online form at:
http://new.sipgroup.org/become-a-volunteer/
2. Short interview
3. Attend an Orientation Session (volunteers meeting/training workshops are held every month)

Members are given preference to be volunteers. Student volunteers are given free membership of SIP.
All volunteers agree to SIP Volunteering Terms and Conditions and SIP Code of Ethics.

If you have any questions or comments, feel free to contact, the followings:

Max Haroon at 416-891-4937 or RSVP@sipgroup.org
Kashif Iqbal at 877-994-7932 or SIPpost@sipgroup.org

PS: You can download this document from SIP website:
http://classic.sipgroup.org/resources/forms/volunteering_package.pdf