IEEE Collabratec(™) Volunteer Moderator

The Volunteer Moderator is the champion and lead evangelist for their community on IEEE Collabratec(™) and its corresponding experience on G+. Building a great community requires our Moderators to (1) get connected, (2) foster quality participation, and (3) stimulate an appropriate flow of content and interaction.

Getting Connecting

To ensure the Moderator can have access to all of the community features and tools, he or she will need to:

- Complete initial Volunteer Community Moderator Training
- Sign-up to IEEE Collabratec with an IEEE Account
- Attach to their IEEE Collabratec account a Google or GoogleApps@IEEE account
- Enable Google+ on their Google or GoogleApps@IEEE account

Fostering Quality Participation

Once the Moderator has established their IEEE Collabratec account, and connected their Google account, community building can begin. Your role as moderator will include:

- Encourage discussion among community members through tactics such as curating and posting content, facilitating responses and planning in-community events
- Encourage a collegial environment through ensuring user compliance with the IEEE Collabratec Terms of Use
- Scouting for community participants who hold potential for assisting with community moderation
- Escalate suggestions, questions, and other issues to designated IEEE Staff moderators for answers or remediation

Appointed by: Chair of Sponsoring Entity
Term: 1 year

Responsibilities are executed online within IEEE Collabratec and Google+, at the moderator's convenience. A quality community experience can be performed by one or more moderators, with a time commitment ranging from one to five hours per week depending on the amount of activity within the community. As the excitement and activities ramp-up within the community, additional volunteer moderators can be added to assist.

Updated November 2014