

Organizing
Steering
Committee



Source: MIT Sloan Review

Organizing Steering Committee

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Roles and Responsibilities

■ Host Organization

1. Identify partner organizations;
2. Identify potential steering committee members;
3. Create a first draft call for contributions (including prize structure)
4. Have some communications capacity
5. Administrative and logical aspects of contest

■ Partner Organization

1. Identify potential steering committee members;
2. Disseminate a call for contributions

■ Steering or Advisory committee

1. Provide leadership and guidance for the contest;
2. Clarify the purpose of the contest and determine the structure of the contest;
3. Provide feedback on the call for contributions;
4. Finalize the prize structure

Why Steering Committee

The steering committee serving as the hosting panel on behalf of all the stakeholders, reflect the voices from different sides



Create a Steering or Advisory Committee

- Key stakeholders who have interest
- Civil society, doctors, government officials, private sector, community members
- Multiple fields and disciplines
- Think about gender, geographic representation, under- represented groups
- Network leaders and influencers
- Include people with the disease



SESH Hackathon Advisor, Dapeng Zhang (Blued)
Expertise in tech, gay community organizing, HIV

Steering Committee Function



Source: WPS

- High-level advising and guidance
- Promote the contest
- Serve as judges (optional) or help find judges
- Meet every 1-2 months for a 60-minute teleconference
- Volunteer basis

Committee Reviews of Contributions

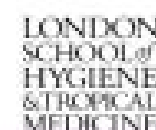
- Call to Action should be clear
- Start with a simple question
- Tell a story / share a quote
- Provide rules, purpose, timeline
- Specify judging criteria clearly
- FAQs





*Committee
Decide the Prize
Structure*

- Official commendations
- Generally avoid cash (unless teams)
- Mentorship often highly valued
- Provide some flexibility
- Demonstrate that you care and pay attention to the details



For research on diseases of poverty
UNICEF - UNDP - World Bank - WHO

CERTIFICATE OF RECOGNITION

This certificate is awarded to

Dr. Samia Rourou

In recognition of your contribution as a judge for the
Women Leaders in Global Health Challenge Contest 2018

Dr. Joseph D. Tucker
On behalf of the Women Leaders in Global Health Challenge Contest Steering Committee

Dr. Pascal Launois
On behalf of TDR

Certification

1 October 2019

Dear Mike,
Thank you for joining our challenge and congratulations! You have been chosen from over 300 applicants.

Please get in touch with Chelsea, our coordinator, about booking flights and next steps.

Sincerely,
Joe Tucker

Handwritten Note