

Board Responsibilities

General Responsibilities

All board positions are for a two-year commitment.

Main Responsibilities, but not be limited to::

1. Charter committees and appoint a chairperson as required.
2. Recruit volunteers.
3. Manage and retain volunteers.
4. Develop a succession plan and transition responsibilities to the successor.
5. Communicate appropriate information with board.
6. Remain a chapter member in good standing throughout term as an officer of chapter.
7. Proactively fulfill all responsibilities in accordance with chapter's bylaws.

Secretary

Primary Objective/Role: Organize and maintain all chapter business and board documents, decisions and meeting minutes, including all communications received by chapter.

Term: 1 year

Main Responsibilities, but not be limited to:

1. Maintain chapter administration procedures.
2. Participate in chapter strategy discussions and vote on all board decisions.
3. Attend board meetings including the annual half-day board planning meeting:
 - a. Maintain board meeting schedule
 - b. Coordinate board meeting logistics and agenda
 - c. Notify board of meetings
 - d. Document, publish, and distribute board meeting minutes, attendance, action items, and decisions
 - e. Facilitate board meeting in the absence of the president
 - f. Provide assistance in setting up for chapter meeting
4. Submit chapter records to IIBA®, except for financial reports.
5. Maintain all chapter records in chapter storage site.
6. Sign official documents of the organization as required.
7. Monitor secretary email box and info email box.

8. Create and update transition document for next person.

Treasurer

Primary Objective/Role: Oversee the management of funds for duly authorized purposes of chapter and for establishing sound, auditable financial practices and procedures.

Term: 2 years

Main Responsibilities, but not be limited to:

1. Manage the chapter finances to ensure financial growth and stability in order to maintain chapter non-profit classification:
 - a. Manage the chapter bank account
 - b. Responsible for PayPal interactions
 - c. Expense and cut checks for accounts payable transactions
 - d. Collect accounts receivables transactions (e.g. PayPal, Cash on Delivery, Cash Collection, Sponsorship Fees)
 - e. Provide monthly financial report out
 - f. Maintain trial balance and ledger
 - g. Provide International with annual financial reports
2. Attend board meetings and attend the annual half-day board planning meeting.
3. Partner with vice president of membership in order to collect cash on delivery at meetings.
4. Monitor the treasurer email box.

VP of Communications

Primary Objective/Role: Develop and manage a comprehensive integrated communications strategy for the Chapter, via website, and various emailing technologies.

Term: 2 years

Main Responsibilities, but not be limited to:

1. Work with board to ensure the chapter's website and communication tools support both short-term and long-term objectives for delivering value.
2. Monitor chapter communications on website and communications email box
3. Provide assistance in setting up announcements on chapter website for chapter meetings, events, and so forth.
4. Resolve technical issues associated with chapter website.
5. Ensure consistency of website content.
6. Provide board self-service capability with chapter website.
7. Provide technical assistance to board and users.
8. Ensure board has access to their email box(es).
9. Develop and implement a technology strategy and roadmap for chapter website.
10. Develop and adhere to technology related policies, such as privacy policies and user login to chapter website.
11. Provide oversight to technology volunteers, such as the webmasters, or approved contracted technology personnel.
12. Attend board meetings and attend the annual half-day board planning meeting.

VP of Marketing

Primary Objective/Role: Responsible for the delivery of information about chapter and other

events related to Business Analysis, via the chapter's website, newsletters, surveys, local media, social networking sites, and so forth. Lead the marketing of the chapter via signage, flyers, awards, promotional giveaways, and so forth.

Term: 2 years

Main Responsibilities, but not be limited to:

1. Establish and implement marketing strategies that promote new IIBA® and chapter growth.
2. Identify opportunities for other board members to use social sites to promote activities.
3. Provide status and metrics demonstrating progress/success for marketing campaigns.
4. Organize chapter vendor booth at local conferences.
5. Network and communicate to other IIBA chapters and other professional associations.
6. Ensure content on communication tools is consistent and in accordance with the objectives of chapter and with approval by board.
7. Monitor marketing email box
8. Maintain Social Sites:
 1. Seattle IIBA Linked In group
 2. Seattle IIBA Facebook site
 3. Seattle IIBA Twitter account
9. Attend board meetings and attend the annual half-day board planning meeting.

VP of Membership

Primary Objective/Role: Develop and maintain chapter membership plan that assures continued growth through recruiting and partnering with major community employers. This includes setting policy for membership benefits and annual membership dues with approval by board.

Term: 2 years

Main Responsibilities, but not be limited to:

1. Recommend policy for membership benefits for approval by board.
2. Recommend policy for annual membership dues for approval by board.
3. Recruit new members.
4. Process new member applications.
5. Communicate membership status with members.
6. Maintain and communicate membership records and status with IIBA® and chapter.
7. Maintain membership list.
8. Maintain meeting attendance records.
9. Administer periodic member satisfaction surveys and report improvement opportunities.
10. Attend board meetings and attend the annual half-day board planning meeting.

VP of Sponsorship

Primary Objective/Role: Solicit and acquire sponsorship support in various forms, including financial, facilities, services, and supplies. Build financial and in-kind support to off-set chapter operational costs, ensuring sponsorship recognition is provided and relationships are maintained.

Term: 2 years

Main Responsibilities, but not be limited to:

1. Steward over all sponsorship activities, and evaluate performance, including:
 - a. Sponsorship program structure, levels, and benefits
 - b. Strategic growth and acquisition plan
 - c. Sponsorship agreements and contracts
2. Act as the primary liaison with current and prospective sponsors.
3. Provide update communications for current and prospective sponsors.
4. Proactively solicit sponsorship from employers and organizations throughout the community.
5. Prepare and submit a list of expected expenses to be included in the annual chapter budget.
6. Execute assigned strategic chapter initiatives as determined by board.
7. Create related website content and update as needed.
8. Attend board meetings and attend the annual half-day board planning meeting.