

**Job Description:
President****Chapter Bylaws - 6 Officers and Directors**

Provides leadership to the IIBA® Seattle Chapter board and membership. Establishes and manages Chapter's business goals and objectives. Facilitates meetings and acts as mediator and guide. Works to keep the board on task and maximize its effectiveness. Represents Seattle Chapter at IIBA® events and activities.

Duties of President

Leadership (36 hours per year)

- Promote chapter mission through leadership and actions
- Create and maintain vision statement defining the Chapter's purpose and values
- Ensure the chapter has a strategic and business plan; keep the Board's activities focused on the organization's mission
- Develop SMART goals for the short and long term to be achieved through operational planning. Evaluate the effectiveness of chapter programs using measurable criteria
- Ensure board and volunteers adhere to IIBA® and Chapter bylaws and policies
- Represent Chapter at events or on conference calls
- Ensure Board members implement and manage chapter programs and services, and fulfill their responsibilities as described in their job descriptions
- Coordinate activities of volunteers assigned to chapter activities.
- Form committees as required; appoint committee chairpersons; serve as ex officio member of committees and attend meetings as required
- Resolve conflicts, foster collaboration, leverage strengths, cultivate inclusiveness and respect within Board and Chapter membership
- Recognize Board Members' contributions to the Board's work; and volunteers' efforts for the Chapter
- Act as one of the signing officers for disbursements cheques and other official documents
- Play a leading role in supporting special events such as Board summer planning meeting
- Promote the organization's purpose in the community and to the media
- Prepare a report for the Annual General Meeting

Board Meetings (45 hours per year)

- Provide leadership and direction to Chapter Board activities
- Prepare meeting agenda with Secretary; chair chapter Board meeting
- Plan and facilitate special Board meetings including off-site(s) and budget planning meeting
- Give regular report to the Board on the state of Chapter
- Review and approve meeting minutes; associated documentation; follow up on action items
- Report to Board regarding goals and metrics

Chapter Meetings (30 hours)

- Introduce meetings - with upcoming events, board introductions, etc.; update Chapter meeting slide deck with Chapter news and updates
- Organize and facilitate Chapter Annual General Meeting. This June meeting is where the board speaks about the state of the Chapter and the year's accomplishments
- Promote volunteer opportunities, benefits of chapter membership, by talking to attendees
- Ensure signage and other meeting equipment is provided for
- Assist with setup/cleanup at chapter and board meetings

Chapter Website (20 hours)

- Content owner for news, board pages, elections, etc.
- Create calendar events for study groups and other educational and professional development opportunities
- Coordinate with VP Marketing & VP Communications for marketing of events to social media
- Post News items as appropriate to website

Communications (36 hours)

- Monitor President email box and respond within 48 hours
- Inform Chapter members of board activities and chapter operations



IIBA Seattle Chapter

- Communicate with IIBA® International on matters relating to Chapter Operations
- Report to Board regarding goals and metrics
- Attend IIBA® West Coast monthly web meeting and other relevant IIBA® meetings

Transitions – Other (15 hours, one time)

- Ensure Board Officers have succession plans and assist in their execution
- Orient and train the new President and other Board members

Other Events & Activities (15-35 hours, per year)

- Lead collection of information and development of submission to IIBA® annual Chapter Awards, if appropriate
- Outreach to EEP's, Academic members, and other educational institutions in Puget Sound; other regional chapters
- Manage Chapter's physical assets and inventory
- Miscellaneous activities, such as updating chapter policies and job descriptions

Annual hours: 197-217 Monthly Hours: 16- 18