



Job Description:

Vice President Professional Development

Chapter Bylaws - 6 Officers and Directors

Vice President of Professional Development will be responsible for the professional development & educational programs designed to increase the competence of the business analysis community, including certification study and readiness programs.

Duties of VP Professional Development

Leadership (12 hours)

- Establish Seattle Chapter's professional development programs and serve as the subject matter expert regarding BABOK and certification processes
- Education Succession Plan with Transition Checklist. Orient and train the new VP of Professional Development.
- Miscellaneous board activities, such as updating business goals and job description
- Coordinate activities of volunteers assigned to professional development activities.

Board Meetings (28 hours per year)

- Serve on the Board. Attend monthly Board meetings including off-sites and budget planning meeting
- Give regular report to the Board on the state of educational opportunities, including Chapter study groups & activities, and conferences not sponsored by the Seattle Chapter Provide financial needs and requests to the Treasurer
- Review and approve meeting minutes; associated documentation; follow up on action items

Chapter Meetings (40 hours)

- Promote IIBA certification and educational opportunities by talking to attendees
- Obtain PD/CDU units and course code for chapter meetings and other chapter events
- Update Chapter Meeting Slide Deck with Upcoming Professional Development opportunities and events; PD/CDU information
- Assist with setup/cleanup at chapter and board meetings

Chapter Website (15 hours)

- Content owner for the Seattle Chapter Professional Development and Certification page(s)

- 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 (24-26 hours)

- Monitor Education email box and respond within 48 hours
- Notify Chapter members of professional development events and educational opportunities, including study groups and conference not sponsored by the Seattle Chapter
- Communicate with IIBA International on matters relating to Professional Development, Mentorships, etc.
- Report to Board regarding goals and metrics
- Attend IIBA West Coast monthly web meeting and other relevant IIBA meetings (optional)

Professional Development Activities – Study Groups (63-78 hours, based on one study group)

- Organize and promote BABOK study groups
- Determine schedule and obtain location for Study Group
- Logistics for collecting fees for study group participants
- Provide syllabus, assignments, supplemental materials to participants
- If possible attend all Study Group sessions. If necessary, act as Facilitator as defined in Study Group syllabus. Minimally, track attendance and document.
- Arrange CBAPs to attend study groups as BABOK and subject matter experts
- Logistics for collecting fees for any non-member study group participant. Coordinate with VP Membership for confirmation of membership status
- Conduct mid-point and final participant survey via Survey Monkey; assess results
- Order and maintain study guides, sample tests, and other courseware



- Follow up with participants on testing, certification status

Professional Development Activities – Mentorship (15 hours)

- Respond to requests for information on the mentorship programs (Seattle and International)
- Maintain SurveyMonkey database by forwarding mentorship surveys to prospective mentors and mentees. Coordinate introductions. Follow up on progress and survey effectiveness.
- Actively solicit credentialed/experienced BA's willing to act as mentors to others
- Participate in IIBA International Mentorship web meetings

Professional Development Activities – Other Events & Activities (35-52 hours)

- Coordinate 1-2 training events (for cost) by outside EEP vendors, offering PD/CDU credits
- Periodic informational sessions on IIBA, BABOK, certifications
- Coordination of education programs including newsletters, seminars, and informational updates as required
- Outreach to EEP's, Academic members, and other educational institutions in Puget Sound

Annual hours: 232-258 Monthly Hours: 16- 21.5