



**Job Description:**  
**Vice President Programs**

**Chapter Bylaws - 6 Officers and Directors**

Responsible for planning and execution of most chapter events. This includes Speaker Events, Social Events and Workshops (excepting those initiated by Professional Development and Board activities). Develops an engaging year-long slate of speakers, schedules and acquires venues for events, and takes care of logistics for the events. This is a key role because these events mark the primary benefit to members and the main interaction with the Chapter.

**Duties of VP Programs**

*Leadership (15 hours per year)*

- Develop and direct Seattle Chapter's year-long program of events and activities that maintain chapter programs that increase awareness of the BA profession, tools and techniques
- Develop SMART goals for the short and long term to be achieved through operational planning. Evaluate the effectiveness of Programs using measurable criteria.
- Coordinate activities of volunteers assigned to Programs activities

*Board Meetings (28 hours per year)*

- Attend monthly Board meetings including off-site(s), annual General Meeting, and the budget planning meeting
- Give regular report to the Board on the state of Programs including Chapter meetings & activities
- Review and approve meeting minutes; associated documentation; follow up on action items

*Chapter Meetings (60 hours)*

- Plan an engaging series of topics and programs for the year
- Identify/solicit speakers and develop a schedule of speakers for every Chapter meeting
- Exact firm commitments from speakers as per date, time, topic. Follow up and provide reminders. Maintain back-up speakers in case of last-minute cancellations.
- Serve as Chapter point of contact for all speakers; assist with speaker set-up.
- Work with VP Sponsorship to identify/solicit chapter meeting sponsorships and make arrangements for event locations.

- Prepare Chapter Meeting slide deck with speaker introduction
- Responsible for managing Chapter Event logistics, including food, venue
- Chapter meeting setup and tear down.
- Make connections. Invite at least 5 new people to IIBA events.
- Promote future events and programs by talking to attendees & adding to slide deck

#### *Chapter Website (15 hours)*

- Content owner for the Seattle Chapter events page(s)
- Draft and publish Program announcements as appropriate to website
- Create calendar events for chapter meetings and other program activities
- Post presenter slide deck & materials to Member area after each meeting
- Coordinate with VP Marketing & VP Communications for marketing of events to social media
- Global Web Site: Publish events to Seattle's Portal/ IIBA Chapter Event Registration

#### *Communications (36-46 hours)*

- Monitor Programs email box and respond within 48 hours
- Communicate with IIBA International on matters relating to Programs
- Report to Board regarding goals and metrics
- Attend IIBA West Coast monthly web meeting and other relevant IIBA meetings (optional)

#### *Programs Activities – (24-36 hours)*

- Reconcile and resolve event (chapter meetings, etc.) registration records. Send statistics to Treasurer.
- Track RSVPs and participation. With VP of Membership, prepare sign-up sheets and verify membership, payment of attendees.
- Periodically survey membership on efficacy of programs, speaker; assess and report results



IIBA Seattle Chapter

- Work with President and VP of Professional Development on Career Development Day or other programs, if required
- Miscellaneous board activities, such as updating business goals, job description, Research, Learning, Gathering info, Network on behalf of chapter, etc

*Transitions – Other (15 hours, one time)*

- Have the speakers programmed at least six months into the next term before leaving office
- Create and update transition document(s) for next person assuming role
- Train the next VP of Programs in processes and procedures

Annual hours: 193-215 Monthly Hours: 16- 18