

Board of Directors Position Responsibilities

President

- ☐ Chief Executive Officer of the Chapter and the Board
- ☐ Chair Board meetings.
- ☐ Work with all Board members to determine volunteer needs.
- ☐ Prepare a report for the Annual General Meeting
- ☐ Preside over all Chapter meetings.
- ☐ Ensure the Board adheres to its bylaws and constitution.
- ☐ Coordinate with VP Communication, Marketing & Sponsorship to serve as liaison with partner organizations including PMI-SVC, WITI, Sac JUG and other N. CA IIBA chapters. This includes the planning and scheduling of in-person announcements at partner events.
- ☐ Orients Board Members and committee chairpersons to the Board.
- ☐ Appoint Committee chairpersons.
- ☐ Call special meetings as needed.
- ☐ Promote the organization's purpose in the community and to the media.
- ☐ Fill in all vacancies which may occur.
- ☐ Acts as one of the signing officers for disbursement checks and other official documents.
- ☐ Ensure programs and services are implemented.
- ☐ Coordinate with Chapter Elections Coordinator and VP Communication, Marketing & Sponsorship to develop and disseminate Board of Director election marketing materials and plan.
- ☐ Work with Chapter Elections Coordinator to ensure that all requirements for Board of Directors elections are completed and reported to IIBA International.
- ☐ Serve as Backup to Treasurer

Treasurer

- ☐ Attend monthly (virtual) board meetings usually held on the 1st Tuesday of the month.
- ☐ Attend monthly member meetings, usually held on the 3rd Wednesday of each month.
- ☐ Manage day-to-day financial affairs of the Board.
- ☐ Manage the accounting of the funds of the organization, its budget, and expenditures.
- ☐ Keep full and accurate records of all organizational receipts and disbursements.
- ☐ Receive and bank all monies due to the organization.
- ☐ Prepare monthly financial reports and file for audit.
- ☐ Report on financial state at board meetings.
- ☐ Disburse funds as directed by the Board.
- ☐ Function as signing officer with the President for checks and other documents.
- ☐ Be responsible for creating and filing necessary financial reports, tax reports, and audits.
- ☐ Coordinate with VP of Event Planning to purchase and bring speaker "thank you" gifts for each event.
- ☐ Coordinate with VP of Event Planning to ensure that all event room fees (if applicable) are paid in a timely fashion.
- ☐ File the amendments to the bylaws and other incorporating documents with the Corporate Registry.
- ☐ Work with all board members to approve chapter event expenditures and reimbursement for costs.
- ☐ Check chapter mailbox on regular basis and ensure mailbox fees are paid in a timely manner.

Secretary

- ☐ Attend monthly (virtual) board meetings usually held on the 1st Tuesday of the month.
- ☐ Attend monthly member meetings, usually held on the 3rd Wednesday of each month.
- ☐ Prepare the Board's agenda with input from the Board Members.
- ☐ Record and disseminate the proceedings of the Chapter and the Board Meetings.
- ☐ Take official meeting minutes.
- ☐ Ensure there is a quorum.
- ☐ Record Board attendance.
- ☐ Record all motions and decisions.

- ☐ Sign, Board minutes and corrections to attest to their accuracy.
- ☐ Maintain copies of Board and committee meeting minutes.
- ☐ Distribute copies of minutes promptly.
- ☐ Manage communications received by the chapter.
- ☐ Maintain copies of the Chapter Bylaws and Board's policy statements.
- ☐ Maintain records of all Board correspondence.
- ☐ Sign official documents of the Chapter as required.
- ☐ Chair Board meetings in the absence of the President.
- ☐ Maintain templates for: Agenda; Minutes; Chapter Event Tasks; Sign-In Sheets; Room Signage, etc.

VP of Communications, Marketing and Sponsorship

- ☐ Attend monthly (virtual) board meetings usually held on the 1st Tuesday of the month.
- ☐ Attend monthly member meetings, usually held on the 3rd Wednesday of each month.
- ☐ Help coordinate Chapter IIBA special events including (but not limited to) monthly meetings, networking events, roundtables, brown bags, etc.
- ☐ Timely dissemination of information both to and from the chapter Membership.
- ☐ Promotion of the local Chapter and IIBA to internal and external publications.
- ☐ Develop and disseminate all event marketing materials. This may include event announcements, invitations, social media, and web content.
- ☐ Coordinate with VP of Event Planning to obtain speaker/presenter information for marketing plan development.
- ☐ Develop, maintain, and disseminate all standard chapter marketing material; make available at all chapter events for attendees. This may include Schedule of Events, LinkedIn, Facebook, Instagram, and Membership Brochures.
- ☐ Coordinate with VP of Education and Professional Certification to define, develop and disseminate any program required marketing materials. This may include certification study group announcements and Educational Highlights flyers.
- ☐ Coordinate with VP of Membership to develop marketing materials for member marketing. This may include membership marketing plan, membership kits and materials.
- ☐ Coordinate with Chapter President to serve as liaison with partner organizations including PMI-SVC, WITI, Sac JUG and other N. CA IIBA chapters. This includes the planning and scheduling of in-person announcements to promote chapter events.

VP of Event Planning

- ☐ Attend monthly (virtual) board meetings usually held on the 1st Tuesday of the month.
- ☐ Attend monthly member meetings, usually held on the 3rd Wednesday of each month.
- ☐ Secure event speakers including all presentation materials including PowerPoint presentations, speaker bios and hand-outs.
- ☐ Book meeting location for all events and coordinate with the Chapter Treasurer to ensure that meeting room charges are paid in a timely manner.
- ☐ Maintain event RSVP list and send out RSVP confirmations to each attendee.
- ☐ Coordinate with Chapter President and VP of Communications, Marketing and Sponsorship to ensure execution of all sponsored events.
- ☐ Work with VP of Communications, Marketing and Sponsorship to develop all event agendas, obtain board approval and disseminate to board members and speakers prior to event, bring printed copies (as needed) to each in-person event.
- ☐ Ensure the availability and purchase of refreshments for chapter meetings and events.
- ☐ Build and maintain "meeting materials box" for in-person meetings including sticky nametags, markers, pens, meeting room signage, disposable utensils, napkins, presenter thank you gift cards, etc.
- ☐ Write out and disseminate thank you cards for each event presenter.
- ☐ Print and bring meeting/event surveys for each chapter event.
- ☐ Coordinate with all board members and chapter volunteers to execute event set up.

VP of Education and Professional Certification

- ☐ Attend monthly (virtual) board meetings usually held on the 1st Tuesday of the month.
- ☐ Attend monthly member meetings, usually held on the 3rd Wednesday of each month.
- ☐ Promote Business Analysis Professionalism (IIBA Certification, Alternative Training and Certification Programs).
- ☐ Increase the Competence of the Business Analysis Community (Identify External Seminars and Workshops, Partner with Career Development Organizations).
- ☐ Help the VP of Events to recruit speakers to present BABOK-related content at Chapter meetings. Ensure the speaker(s) are providing knowledge and information that is in line with the BABOK and contributes to the advancement of the BA role.
- ☐ Develop and disseminate any Education and certification marketing materials, this may include certification study group announcements and educational highlights flyers.
- ☐ Coordinate the activities of the chapter's certification study group including promotional announcements and educational highlights flyers.
- ☐ Develop and disseminate information for chapter education offerings, this may include IIBA webinars, presentations, publications, and certification prep.
- ☐ Coordinate and run 1 to 2 BABOK Study Groups (with enough sessions for each group to cover 35 Professional Development Hours) per year.
- ☐ Coordinate and run Agile Study Group to prepare participants for Agile certification.
- ☐ Maintain all Education (and Study Group) information on the Sac Valley IIBA Education folder in the Sac Valley IIBA Box Common work area.

VP of Membership

- ☐ Serve on the Board
- ☐ Receive a monthly Sacramento chapter member list from the IIBA website and forward it to the other Board Members.
- ☐ Responsibilities include promotion, recruitment, enrollment assistance, membership tracking, renewal encouragement, and facilitating the distribution of information relative to local, national and international IIBA® member participation.
- ☐ Collects and reports the status and success of membership activities formally no less than annually, and informally at each Board and Professional Development Meeting.
- ☐ Develop and maintain an accurate IIBA chapter membership list; print and bring to each chapter event where member sign-up will be available.
- ☐ Coordinate with VP Marketing & Sponsorship to develop materials for member marketing, this may include membership marketing plan, membership kits and materials.
- ☐ Coordinate with chapter sponsors and/or Chapter Treasurer to print all membership materials and kits.
- ☐ Bring all membership materials to chapter events for dissemination to attendees.
- ☐ Respond to all membership inquiries received via social media, email, and in-person.
- ☐ Serve as back-up to Treasurer in maintaining IIBA and chapter membership lists.