



Palmetto
Chapter

IIBA Palmetto Chapter, Inc.
Open Board Position Descriptions
For the 2023 Election



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All Board Members

The Board of Directors is the legal authority for the Chapter. As a member of the Board, a Director acts in a position of trust for the organization and is responsible for the effective governance of the organization.

Requirements of Board membership include:

- Must be a member of the IIBA® Global and the IIBA® Palmetto Chapter and commit to the work of the IIBA®
- Represent IIBA® and the IIBA® Palmetto Chapter in a professional, constructive and ethical manner; act as a positive role model
- Make all decisions with the primary goal of maintaining a sufficient level of Chapter financial security, sustainability, and autonomy
- Ensure that all operations and decisions made for the Chapter are in compliance with the Chapter Bylaws, IIBA® Bylaws and the Chapter's affiliation agreement
- Monitor the Board's structure, ByLaws and Policy Manual to prepare/approve needed changes/amendments for the effective governance of the Chapter
- Log in to Palmetto Chapter gmail account at least 3 times per week; reply to all non-date sensitive requests with 3 business days of receipt; reply to date sensitive deliverables as needed
- Inform board of extended times of unavailability that may affect operational deliverables
- Attend 85% of Chapter Board of Directors Meetings, Chapter Meetings, and Program Events to include the Annual General Meeting (AGM)
- Maintain all required documentation on the Chapter's shared central repository for operational use/reference
- Commit approximately 6 to 12 hours per month to the IIBA Palmetto Chapter; additional time to be distributed to Committee Volunteers as needed
- Support and provide leadership to the Board of Directors of the Chapter and participate in evaluating Director performance
- Actively seek to understand the perspective of fellow Board Members to effectively implement long term solutions, minimize conflict and enhance the Chapter's mission

General Duties of All Board Members within Chapter Operational Area:

- Identify and implement business process improvements; monitor, track and report ongoing progress
- Define, document, and maintain Succession Plan to include developing and documenting onboarding processes
- Collaborate in the development and management of the integrated Chapter Strategic Plan, Business Plan, Policies Procedures Manual and Budget to include the execution of defined action plans
- Provide update on chapter viability during each Board of Director's meeting
- Provide IIBA-related expense receipts and documentation to Treasurer as prescribed in the Reimbursement/Spending Guidelines
- Make appointments, with the approval of the Board, to leadership positions/committee members as needed
- Create and Chair needed Committees, call committee meetings and develop agendas with the input of the members
- Recruit an appropriate number of committee members to carry out the mandate; delegate appropriate tasks to individual committee members and recognize each member's contribution to the committee's work
- Report the committee's progress/recommendations to the Board; develop and incorporate recommended changes from the Board to the committee mandate



Secretary

Officer Roles and Accountabilities - Bylaws

The Secretary shall keep the records of all business meetings of the Chapter and meetings of the Board. The Secretary is also responsible for all official correspondence with the members and the IIBA, except for committee correspondence. The Secretary will chair any respective meeting in the absence of the President. This is an elected volunteer leadership position for the Chapter and a voting member of the Board of Directors.

Qualifications:

- Aspires to be a leader in an organizational setting
- Good organization, verbal and non-verbal communication skills required

Specific Accountabilities:

- Orient the new Secretary
- Chair Board meetings in the absence of the President
- Represent VP Finance when absent from Board meetings
- Sign official documents of the Chapter as required
- Maintain Bylaws for the Chapter
- Maintain the Policy Procedures Manual for the Chapter
- Maintain Board contact information for the Chapter
- Maintain Committee Member contact information for the Chapter
- Gather Board Meeting topics and information, create and distribute Board Meeting Agendas
- Notify Board Members of meetings
- Record Board attendance and ensure there is a quorum at meetings
- Record official meeting minutes to include all motions and decisions of meetings
- Distribute copies of minutes promptly to board members for review
- Record all corrections to meeting minutes and sign to attest to their accuracy
- Record and maintain records of all Business Meetings of the Chapter and meetings of the Board of Directors
- Stores and maintains official master documents on Chapter's shared central repository
- Conduct and maintain all Board correspondence including receiving, reading, distributing as needed
- Ensure that the following organizational records are permanently maintained and open for inspection and copying by members of the Chapter's Board of Directors, and Chapter Members may also inspect and copy 1 through 5 (policy procedure for how/where this is maintained):
 1. Minutes of all meetings of Directors and Committees of the Board
 2. Accurate records of account, including accounts of its transactions, assets, liabilities, receipts, disbursements, gains and losses, and audited financial statements
 3. Copies of all state and federal tax returns that have been filed, along with supporting records, files and financial statements related to tax audits, and the Chapter's federal § 501(c)(6) tax exemption application, determination letters, and related correspondence
 4. Copies of the corporation's Articles of Incorporation and related amendments, Bylaws as amended to date, and an alphabetized, updated membership list
 5. A list of the names and business addresses of its current Directors and Officers, copies of the annual reports filed with the Secretary of State as required by law
 6. Records of intellectual property belonging to the Chapter, such as copyright and trademark registrations and samples of protected works



Treasurer

Officer Roles and Accountabilities - Bylaws

The Treasurer is responsible for the management of funds for duly authorized purposes of the Chapter. The Treasurer is responsible to the Board of Directors and will submit the books for audit each year. This is an elected volunteer leadership position for the Chapter and a voting member of the Board of Directors.

Qualifications:

- Accounting and/or Financial background highly desired
- Good organization, verbal and non-verbal communication skills required

Specific Accountabilities:

- Orient the new Treasurer
- Present Chapter business to the membership of the Chapter as needed in the absence of the President
- Report finances to the Board of Directors at all Board meetings and Annual General Meeting (AGM)
- Report finances to the Chapter membership as requested
- Prepare and file all required financial reports, tax returns, reports and audits in accordance with governing law of the Country/State/County legislation specific to the location of the Chapter, the Chapter By Laws and the IIBA ByLaws
- Establish Spending/Reimbursement Guidelines for the Chapter and Board Members; administer expense accounts; keep complete and accurate accounts of all Chapter receipts and disbursements
- Act as signing officer with the President for checks and other disbursement documents
- Receive and bank all monies due to the Chapter
- Store and maintain all financial records, reports and official chapter documents on the Chapter's shared central repository
- Collect and provide receipts for Chapter membership dues and individual meeting dues
- Manage third party merchant accounts
- Finalize accounting matters for each event and provide a Post Event Report to include amounts spent and earned
- Prepare and provide all necessary financial and accounting information for performance of the independent audit
- Initiate yearly meeting with the Board of Directors for creation of the Chapter's Annual Budget
- File the annual report summarizing the Chapter's financials, programs, activities and operations with the IIBA® as prescribed in the Chapter's Affiliation Agreement
- Provide to IIBA copy of the documents of incorporation, maintain all records related to the Chapter's corporate and tax-exempt status and forward to IIBA copies of corporate and tax-exempt status when requested
- Meet Legislative Responsibilities
 - Manage Book Keeping including an internal control system
 - Maintain exclusive bank account with 3 signatures
 - Reconcile of cash flow and financial records
 - Create an annual fiscal budget; present budget to Board Members quarterly or upon demand
 - Manage Financial Statements including Income Statement, Balance Sheet, Statement of Change in Financial Position
 - Manage audits completed by third party at least once a year
 - Manage Governmental Reporting (i.e. Tax Returns) specific to the geographic location of the Chapter
 - Ensure compliance with local and corporate fiduciary responsibilities
- Meet Chapter Bylaw Responsibilities
 - Present Financial Statements at the Chapter Annual General Meeting
 - Ensure financial books are up to date and available for inspection by any Chapter Member in good standing
 - Create and maintain an annual budget
 - Disburse all monies as directed by the Board
 - Manage the day-to-day financial affairs of the Board/Chapter



Technology

Officer Roles and Accountabilities - Bylaws

The Vice President of Technology shall be responsible for proactively researching new technological advances to promote the chapter's programs to include, but not limited to developing and implementing a technology strategy and roadmap for the Chapter. This is an elected volunteer leadership position for the Chapter and a voting member of the Board of Directors.

Qualifications:

- Aspires to be a leader in an organizational setting
- Has excellent verbal, non-verbal communication, and leadership skills
- Technical background highly desired

Specific Accountabilities:

- Orient the new VP of Technology
- Liaison to IIBA Global on all things related to Technology; attend any IIBA Global Chapter technology meetings and webinars offered to local chapters and Plan /Monitor Technology Deployments with Chapter Members as needed
- Identify business needs of the Chapter that can be met by technology
- Constantly research new technologies that may assist to further the Chapter's programs and outreach
- Oversee all technology issues for the chapter to include providing technical support for all Chapter Meetings/Events
- Create and maintain webmaster form/template to update the Chapter website in an organized and orderly fashion; direct and oversee website management for consistency and standardization; ensure information is refreshed and current; apply best practices for website optimization and work with each Board Member to review and update their perspective parts of the Website, Newsletter, emails, etc.
- Provide a technology update to Board of Directors monthly during Board of Director monthly meetings
- Develop and implement a Technology strategy and roadmap for the Chapter
- Develop and adhere to technology related policies, such as privacy policies and user login to the Chapter website
- Provide oversight to technology volunteers, such as the webmasters, or approved contracted technology personnel
- Work closely with the Board of Directors to support the Strategic and Business Plans of the Chapter and ensure the Chapter's technology infrastructure is supporting both short-term and long-term objectives for delivering value to members
- Oversee IIBA Chapter Portal
- Update IIBA Global Website Events Calendar for all Chapter Program Events



Membership

Officer Roles and Accountabilities – Bylaws

The Vice President of Membership will be responsible for the development and maintenance of a Chapter membership plan that assures continued growth through recruiting and partnership with major community employers. This includes setting policy for membership benefits and annual membership dues with approval of the Chapter Board; all aspects of membership administration such as maintenance and communication of member records to the board and to individual members. This is an elected volunteer leadership position for the Chapter and a voting member of the Board of Directors.

Qualifications:

- Aspires to be a leader in an organizational setting
- Aspires to provide support services for members of the Chapter
- Has excellent verbal, non-verbal communication, and leadership skills
- Customer service background is desired

Specific Accountabilities:

- Orient the new VP of Membership
- Liaison to IIBA Global on all things related to Membership
- Develop, maintain and execute the Annual Chapter Membership Plan that includes recommended policy for annual membership dues/benefits and plan for increasing/retaining Membership to support the Strategic and Business Plans of the Chapter for approval of the Board
- Develop and deliver value-added Chapter Member Services; provide services and answer questions for chapter members; handle all communications pertaining to membership for the Chapter; regular liaison with current, prospective and expired Members
- Develop, maintain and provide content for Members Only section of Chapter website to increase value to Chapter Members
- Develop and maintain the Chapter's Membership List/Profile utilizing the IIBA Global Chapter Partner Portal and provide a current report on the Chapter's shared central repository
- Collaborate with VP Marketing & Communications for (weekly/monthly) updates to the Membership database that affect Contact List/System (General Mailing List)
- Process New Chapter Member requests (from Event Registration and Website) and perform needed review to assure Member in Good Standing/Payment of Membership Dues before adding to Chapter Roster
- Send Welcome Emails to new Members and assure they are registered on the Chapter Website to receive Member Only Content
- Monitor Chapter Membership list for expiration of IIBA Global Membership/Chapter Membership Renewal and communicate status with Members as needed
- Send "Please consider membership" email to new attendees one week following meeting/event
- Administer periodic member satisfaction surveys to members and report improvement opportunities to the Board of Directors
- Champion Member-related events such as the Volunteer appreciation, Chapter Member and Open House events; ensure details are published in adequate advance of the event



Marketing and Communication

Officer Roles and Accountabilities – Bylaws

The Vice President of Marketing and Communications is responsible for the timely dissemination of information both to and from the Chapter membership and those interested in the discipline of Business Analysis, using appropriate means to accomplish the objective. The VP will lead the development and execution of a strategy for producing and delivering all chapter promotions and communications and is also responsible for the promotion of the local Chapter and IIBA to internal and external publications. In addition, they are responsible for the promotion of programs relating to business analysis for each scheduled Chapter program event. The VP will also be responsible for proactively reaching out to the community(ies) to raise awareness of the chapter's programs, as well as organizing volunteering activities to give back to the community(ies). This is an elected volunteer leadership position for the Chapter and a voting member of the Board of Directors.

Qualifications:

- Aspires to be a leader in Marketing
- Has excellent communication and writing skills
- Marketing experience highly desired

Specific Accountabilities:

- Orient the new VP of Marketing
- Liaison to IIBA Global on all things related to Marketing; collaborate to identify new target markets and increase the number of local IIBA® Corporate Members
- Develop, maintain and execute the Annual Marketing and Communications Plan that includes an integrated communications strategy to support the Strategic and Business Plans of the Chapter for approval of the Board
- Conduct regular market analysis/relevant industry research to identify potential targets for corporate outreach and marketing/communications best practices; and provide periodic updates to the board
- Liaison with Chapter affiliates (partners, advertisers, other associations, etc.) for cross marketing opportunities and represent Chapter at affiliate events
- Collaborate with VP of Sponsorship to identify potential corporate Sponsors for both Chapter and Events
- Maintain various contact/distributions lists to be used for all Chapter communications and make available on the Chapter's shared central repository
- Maintain the overall Branding Standards for the Chapter in accordance with the IIBA Corporate Identity Standards and Trademarks Manual; ensure that all templates (Emails, Newsletter, Event Flyers, etc.) and presentations used for Chapter communications are updated based on these standards
- Create and print Chapter business cards, posters, etc.
- Create or acquire local conference/event marketing materials including banners, brochures, and giveaway, etc. and assure delivery/distribution at each conference/Chapter Event
- Maintain the Chapter's website for all social media account promotional information; identify any new publications/social media avenues to promote the Chapter
- Promote Chapter programs to the local business community(ies) in an efficient and timely manner for each scheduled Chapter meeting/event (social media, etc.) as identified in the Communication Plan
- Process Email Campaigns for all Chapter Meeting/Event notifications and reminders as prescribed in the detailed meeting/event plan; update applicable mailing lists as needed
- Coordinate needed photographer for Chapter meeting/event
- Create, with input from Board, PowerPoint rolling marquee to be used during Chapter meeting/event; manage during the meeting/event
- Publish a Chapter Newsletter to include delivery channels, sources of content and layout for approval of the Board of Directors
- Make appointments, with the approval of the Board of Directors, to the volunteer leadership position(s) of Director of Marketing, and in the area of Community Outreach, i.e. Director of Community Outreach, etc. for the purpose of reaching out to the community(ies) to raise awareness of the chapter's programs and organizing volunteering activities to give back to the community(ies)



Sponsorship

Officer Roles and Accountabilities - Bylaws

The Vice President of Sponsorship will be responsible for the development and maintenance of Chapter sponsorship opportunities that are consistent and in accordance with the objectives of the chapter and with the approval of the Chapter Board. These responsibilities include cultivating and nurturing relationships with organizations in the community for the purpose of signing these organizations up to sponsor the chapter or events of the chapter. This is an elected volunteer leadership position for the Chapter and a voting member of the Board of Directors.

Qualifications:

- Aspires to work in promoting the Chapter in the community with the goal of obtaining sponsors
- Aspires to provide support services for sponsors of the Chapter
- Good organization, verbal and non-verbal communication required

Specific Accountabilities:

- Orient the new VP of Sponsorship
- Liaison to IIBA Global on all things related to Sponsorship
- Develop, maintain, and execute the Annual Chapter Sponsorship Plan that benefits both Sponsors and the Chapter to support the Strategic and Business Plans of the Chapter for approval of the Board
- Aligns annual Sponsorship goals with annual Chapter needs; monitors those goals and provides report to Board of Directors on achievements
- Develop and maintain a prospect Contact List/Profile for current, potential and past Sponsors to include how and when approached, results of each interaction with organizations and individuals, and when they were engaged with the Chapter; and make available on the Chapter's shared central repository
- Develop and maintain the Chapter Sponsorship package, with input from the Board of Directors, which provides benefit opportunities for all levels of Sponsor Relationships
- Maintain print and digital assets of Chapter Sponsors
- Solicits feedback from other Board Members, volunteers and Chapter members, for sources of new Sponsors
- Build relationships with organizations who may benefit from sponsoring the Chapter; elicit goals of potential Sponsors and align Sponsor benefits to those goals
- Communicate regularly with Sponsors; connect Sponsors with other Board Members identifying opportunities to activate benefits (Newsletter postings, event speakers, recognition, complimentary memberships/registrations); escalate unresolved Sponsor concerns
- Provides mid-term and end-of-term reports to Sponsors on the activities, benefits and results of their sponsorship to include periodic satisfaction surveys
- Provides VP of Finance with invoicing details for Sponsors and follow up on overdue invoices as needed
- Arrange for sustainable financial and in-kind support for Chapter events/activities
- Send thank you to applicable meeting/event sponsors within 1 week of engagement

