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# **IIBA Winnipeg Chapter-Board of Director Nominations**

## ***Description of the Available Positions for the 2020-21 Term***

## ***Job Descriptions (Source IIBA Policy Manual and Winnipeg Chapter By-laws)***

### **General Information about Board of Director Positions**

To be eligible for an officer’s position, the individual must be in good standing with the IIBA International and local Chapter. Officers will be elected by Chapter members by majority vote at the end of the defined election period.

### **Authority and Responsibility**

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.

### **Term**

Directors serve for a two-year term. Directors may be released at the end of the elected term by resigning, or according to the chapter bylaws.

Before you submit your nomination to the chapter, please consider that each position requires a significant volunteer time commitment from you as an individual. Board of Director meetings and special committee meetings are normally held once a month during non-business hours in the early evening. Additional activities over-and-above these meeting times will also be required.

Available positions:

1. Secretary
2. VP Marketing
3. VP Sponsorship
4. VP at Large (1)

## ***Position: Board Member***

The following requirements and general duties apply to all IIBA Winnipeg Chapter Board members.

### **Requirements of Board Membership include:**

* Prior Chapter membership of one year.
* Membership in good standing with the international IIBA and Chapter, at the beginning of service and throughout term.
* Attendance at Board meetings.
* Attendance at meetings of assigned committees.
* Maintenance of succession notes pertaining to position.
* Attendance at Chapter membership meetings.
* Attendance at Annual General Meetings.
* Commitment to the work of the IIBA.
* Support of, and participation in, Chapter-sponsored special events.

### **General Duties of Board Membership**

A Director is fully informed on organizational matters, and participates in the Board’s deliberations and decisions in matters of policy, finance, programs, personnel and advocacy. A Director must:

* Approve the Chapter’s budget.
* Approve, where appropriate, policy and other recommendations received from the Board or its standing committees.
* Assist in developing and maintaining positive relations among the Board, committees and the community to enhance the Chapter’s mission.
* Monitor all Board policies.
* Participate in the development of the Chapter’s organizational plans and annual review.
* Review the Board’s structure, approve changes, and prepare necessary Bylaw amendments.
* Review the Bylaws and policy manual and recommend Bylaw changes to the membership.

# **Duties for Secretary**

The Secretary shall keep the records and assist with execution of Board Business.

Responsibilities:

* Serve on the Board.
* Maintain copies of Chapter’s bylaws and the Board’s policy statements.
* Maintains list of Board Members and Committees composition and contact information.
* Chair the Board meetings in the absence of the President.
* Ensure that there is quorum at Board meetings.
* File any required returns, amendments to the Bylaws and other incorporating documents with the corporate registry.
* Distribute copies of minutes promptly.
* Maintains records of all Board correspondence.
* Identify or highlight (potential) opportunities for Chapter education, including speakers.
* Record and maintain copies of Board meeting minutes, including attendance, motions, and decisions; attest to the accuracy of the meeting minutes; and distribute promptly.
* Notify Board members of meetings.
* File the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry.
* Ensure members are notified of General Meetings.
* Sign official documents of the organization as required.
* Review quarterly succession notes with each Board Member
* Orient the new Secretary.

# **Duties for VP Marketing**

The Vice President of Marketing is responsible for developing and overseeing the management of a comprehensive marketing strategy for the Chapter, including understanding market segments and needs of members. Additionally, this includes developing and overseeing the management of a comprehensive integrated communications strategy for the Chapter.

Responsibilities:

* Define target market segments based on needs and other criteria.
* Develop IIBA and local chapter value propositions for each identified market segment based on the overall mandate of the IIBA and what benefits the local chapter offers.
* Measure the effectiveness of marketing activities against marketing goals as identified by the Board.
* Define content for various communication channels (web, email, print, others as required).
* Oversee and manage tactical marketing activities.
* Manage ordering and inventory of Board marketing materials as required.

# **Duties for VP Sponsorship**

The Vice President of Sponsorship works with the Local Business community to define, manage, and support the Board Sponsorship program.

Responsibilities:

* Review and refine sponsorship packages annually with board approval, include other chapters as a baseline for research
* Lead the execution of the sponsorship application and renewal process
* Develop and maintain relationships between the local chapter, existing and potential sponsors
* Ensure sponsors receive entitled benefits where possible
* Solicit feedback to assess sponsor satisfaction
* Work closely with the Vice-President Communications to ensure consistent communications to Sponsors, Members and the Business Analyst community
* Work collaboratively with the Vice-President Marketing to develop promotional materials including Sponsors, where possible
* Proactively identify, develop, and communicate Local Chapter sponsorship opportunities to potential sponsors

# **Duties for VP at Large**

Unlike the other Board positions the Vice President at Large has no specific responsibilities over and above the general Board Member requirements and duties. The VP at Large may also be assigned to special committees that are established to advance the purposes of the organization throughout the year.