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

## ***Description of the Available Positions for the 20***21***-2***022 ***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.

## ***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 VP Professional Development**

The Vice President of Professional development evaluates, recommending and organizes professional development activities and/ or event that will increase the competence of the business analysis community;

Responsibilities:

* Provide and encourage exposure to BA best practices, the Business Analysis Body of Knowledge (BABOK™) and technology awareness.
* Encourage networking and define subjects of interest to the community, and may be responsible for forming study teams for Certified Business Analysis Professional (CBAP) preparation.
* Work closely with the IIBA Global body. Participate in monthly conference calls and liaise with the International body to coordinate professional development opportunities.
* Recommend and provide input to the IIBA VP Professional Development on innovative ideas that need to be incorporated at the IIBA (i.e. Business analysis events, recommendations for the book store, nominating speakers).
* Address any concerns related to gaps in training and capabilities not available today to the BA community.
* Assist IIBA Global with the identification of potential education providers in the region.
* Help develop local educational opportunities.  (Example: Conferences, seminars, etc.)
* Collect learnings and BA’s own experiences to be shared by the whole community in terms of:
	+ Courses attended with feedback on the quality of the course and whether it met BABOK standards
	+ Projects worked on, experience reports and BA success stories.