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# IIBA Winnipeg Chapter-Board of Director Nominations

## Description of the Available Positions for the 2022-2023 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 Vice President of 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 Vice President of Membership

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 partnering with major community employers.

Responsibilities:

* Serve on the Board.
* Communicate directly with existing Chapter members and potential new members through the Chapter membership email address.
* Reconcile the international and local Chapter membership lists.
* Provide regular Membership reporting statistics to Board.
* Facilitate registration for each Chapter meeting: tracking the number of potential attendees, finalizing the list of attendees, printing attendee credentials, recording meeting attendees, collecting meeting and/or membership dues to be delivered to the Treasurer.
* Participate with Board in recruiting new members.
* Identify or highlight (potential) opportunities for Chapter education, including speakers.
* Report Chapter membership to IIBA affiliates, requiring credentials.
* Establish and submit a budget proposal to the Vice President of Finance and the Board for required registration materials and needs.
* Orient the new Vice President of Membership.

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# Duties for Vice President of 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

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