

Job Descriptions

The job descriptions detailed below provide an overview of the responsibilities of each member of the executive of the Vancouver Chapter of the IIBA. These descriptions are not meant to be exhaustive and are supplemented by the Standard Operating Procedures documented for each position. The purpose of making these job descriptions publicly available is to allow members of our BA community to:

1. Be aware of the allocation of duties when seeking assistance from the chapter
2. Be able to evaluate the roles in order to stand for election to the board

Duties for the President

- Provide leadership to the Board of Directors of the local Chapter
- Ensure the Board adheres to its bylaws and constitution
- Prepare the Board's agenda with input from the Board Members
- Chair Board meetings
- Encourages Board Members to participate in meetings and activities
- Keeps the Board's discussion on topic by summarizing issues
- Keeps the Board's activities focused on the organization's mission
- Evaluates the effectiveness of the Board's decision-making process
- Appoints committee chairpersons
- Orients Board Members and committee chairpersons to the Board
- Serve as ex officio member of committees and attends their meetings as required
- Ensure there is a process to evaluate the effectiveness of Board Members using measurable criteria
- Recognize Board Members' contributions to the Board's work
- Acts as one of the signing officers for disbursements cheques and other official documents
- Play a leading role in supporting special events
- Promote the organization's purpose in the community and to the media
- Prepare a report for the Annual General Meeting
- Ensure programs and services are implemented
- Ensure that the Board governs as well as manages programs and services

Duties for the Secretary

- Serve on the Board
- Maintain copies of the organization's bylaws and the Board's policy statements
- Maintain lists of Board Members, committees and General Membership
- Notify Board Members of meetings
- Take official meeting minutes
- Record Board attendance
- Ensure there is quorum at meetings
- Record all motions and decisions of meetings
- Record all corrections to minutes
- Sign Board minutes and corrections to attest to their accuracy

- Maintain copies of minutes of Board and committee meetings'
- Distribute copies of minutes promptly
- Conduct general Board correspondence including receiving, reading, distributing
- Maintain records of all Board correspondence
- Sign official documents of the organization as required
- File the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry
- Ensure members are notified of General Meetings
- Chair Board meetings in the absence of the President
- Orient the new Secretary

(updated 10/4/2011) (updated 11/27/2014)

Duties of Treasurer

- serve on the Board
- give regular reports to the Board on the financial state of the organization
- keep financial reports on file
- orient the new Treasurer
- act as signing officer with the President for cheques and other documents
- manage the 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 accounts of all organizational receipts and disbursements
- receive and bank all monies due to the organization
- disburse all monies as directed by the Board
- file necessary financial reports, tax reports and audits
- ensure compliance with local and corporate fiduciary responsibilities

(updated 10/4/2011) (updated 11/27/2014)

Duties of the Past President

- support the current President
- chair the Nominating Committee for recruitment of new Board Members
- assist with Board recruitment and orientation to the Board
- assist with Board training
- chair special events
- provide historical continuity about the Board's activities

General Duties of Vice President(s)

- learn duties of the President and keep informed on key issues
- orients the new Vice President(s)
- chair a major committee
- develop, update and incorporate recommended changes from the Board to the terms of reference and mandate of the committee
- recruit an appropriate number of committee members to carry out the mandate
- orient members to the committee's mandate and position in the organization

- call committee meetings and develop agendas with the input of the members
- chair committee meetings and report the committee's progress to the Board
- encourage members to participate
- keep discussion on topic by summarizing issues
- guide the committee through its meetings to fulfill the committee's purpose
- recognize each member's contribution to the committee's work
- delegate appropriate tasks to individual committee members
- submit recommendations to the Board for approval
- plan and evaluate the committee's work with the help of the members
- ensure meeting minutes and other relevant information are recorded and filed

Duties of the VP of Communications

- The VP Communications is responsible for most communication with members and other external parties that interact with the chapter. The general exceptions to this are the LinkedIn chapter group and twitter account, which are the responsibility of the VP Marketing.
- The VP Communications is also responsible for adding Board members to the Google Group and giving Board members access to our Google Drive.

Duties of the VP of Memberships

- Membership is responsible for increasing membership in the chapter and in IIBA®. This officer also provides services and answer questions for chapter members. They are responsible to keep official records of the Chapter for membership, meeting attendance and CDU tracking. They will maintain and follow up with the monthly membership report received from IIBA.
- Memberships is also responsible for distributing most queries from members and other external parties that interact with the chapter to the appropriate Chapter Board Member.

Duties of the VP of Events

- The VP of Events is responsible for planning all chapter events. This includes Speaker Events, Social Events and Workshops.
- Book venues for events
- Plan and order catering for events

Duties of the VP of Marketing

- The VP of Marketing is responsible for the development of the marketing plan
- Develop Marketing brochures
- Use Social Media (i.e.: Twitter & LinkedIn) to communicate Chapter events and activities

Duties of the VP of Professional Development

- The VP of Professional Development is responsible for the providing opportunities for our BA Community to grow as a professional within the field of business analysis
- Host events to assist members achieving certification or develop professionally
- Act as a liaison between IIBA Head Office and our local BA Community providing information on certification and professional development

Duties of the VP of Sponsorship

- The VP of Sponsorship is responsible for securing sponsors for the chapter
- Create sponsorship agreements with sponsors
- Managing sponsorship agreements including benefits identified within the agreements

Duties of the Volunteer Coordinator

- The Volunteer Coordinator is responsible for finding volunteers for the Chapter and matching their skills and availability with opportunities to volunteer for the Chapter.