



Vancouver, BC

Board of Directors Job Descriptions

V1.1

As of August 26, 2022

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
- Encourage Board Members to participate in meetings and activities
- Keep the Board's discussion on topic by summarizing issues
- Keep the Board's activities focused on the organization's mission
- Evaluate the effectiveness of the Board's decision-making process
- Appoint committee chairpersons
- Orient Board Members and committee chairpersons to the Board
- Serve as ex officio member of committees and attend committee meetings as required
- Establish a process to evaluate the effectiveness of Board Members using measurable criteria
- Recognize Board Members' contributions to the Board's work
- Act 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 Chapter strategic plan, business plan, programs and services are implemented
- Ensure that the Board governs as well as manages programs and services
- File the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry

(updated 2014/08/11) (updated 2022/08/11)

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
- Ensure members are notified of General Meetings
- Chair Board meetings in the absence of the President
- Orient the new Secretary

(updated 2011/10/04) (updated 2014/11/27) (updated 2022/08/11)

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
- Submit the books to IIBA Global annually

(updated 2011/10/04) (updated 2014/11/27) (updated 2022/08/11)

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
- Orient the new Vice President(s)
- Lead a major portfolio
- Develop, update and incorporate recommended changes from the Board to the terms of reference and mandate of the portfolio
- Lead a team of volunteers for the portfolio
 - recruit an appropriate number of volunteers to carry out the portfolio
 - orient volunteers to the portfolio's mandate and position in the organization
 - call and chair portfolio meetings and report the portfolio's progress to the Board
 - recognize each volunteer's contribution to the portfolio's work

- delegate appropriate tasks to individual volunteers
- Submit recommendations to the Board for approval
- Plan and evaluate the portfolio's work with the help of the members
- Ensure meeting minutes, Standard Operating Procedures and other relevant information are recorded and up to date.

(updated 2022/08/11)

Duties of the VP of Communications

- Maintain the chapter website
- Manage email communications to members, email list subscribers and other external parties that interact with the chapter adhering to Canada's Anti-Spam Legislation (CASL). Edit and proofread content destined for membership and external communication purposes
- Set up chapter events on chapter website, IIBA Partner Portal and event registration platform, e.g., Eventbrite
- Add Board members to the Google Group and giving Board members access to our Google Drive.

(updated 2022/08/11)

Duties of the VP of Membership

- Develop and maintain membership for continued growth.
- Answer questions from chapter members
- Review IIBA membership reports for the chapter
- Track meeting attendance and CDUs
- Distribute queries from members and other external parties that interact with the chapter to the appropriate Chapter Board Member.
- Working with Volunteer Manager, lead the chapter's volunteer program in identifying volunteer needs, recruiting, training, retaining and recognizing volunteers.

(updated 2022/08/11)

Duties of the VP of Events and Professional Development

- Provide opportunities for our BA Community to grow as a professional within the field of business analysis
- Plan all chapter events, including speaker events, social events, workshops and study sessions.
- Book venues for events
- Plan and order catering for events
- Gather speaker bio, event description and social media usage consent
- Host events to assist members achieving certification or develop professionally
- Act as a liaison between IIBA Global and our local BA Community providing information on certification and professional development

(updated 2022/08/11)

Duties of the VP of Marketing

- Develop the marketing plan
- Develop Marketing materials which include brochures and multi-media digital assets
- Manage the chapter's social media accounts (Twitter, LinkedIn, Instagram, YouTube) to promote Chapter events and activities and engage with the local BA community

(updated 2022/08/11)

Duties of the VP of Sponsorship

- Search for prospective sponsors and obtain sponsors for the chapter
- Create sponsorship agreements with sponsors
- Manage sponsorship agreements including benefits identified within the agreements
- Check in with sponsors regularly

(updated 2022/08/11)

Duties of the VP Partnerships

- Investigate opportunities to build new and grow existing partnerships.
- Research partners, identify key players, generate interest, and have outreach activities with potential organizations towards building partnerships.
- Negotiate and finalize partnership agreements in accordance with the Chapter policies and guideline with the aim to deliver a positive experience to members and partners.

(updated 2022/08/11)