

Board of Directors

Director General Job Descriptions

Authority and Responsibility

The Board of Directors is the legal authority for the IIBA Halifax Chapter. As an officer of the Board, a Director acts in a position of trust for the organization and is responsible for the effective governance of the organization.

Requirements of all officers include:

- Commitment to the work of the IIBA
- Recruitment of potential new members
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs personnel and advocacy
- Willingness to serve on committees
- Attendance at Board meetings
- Acceptance and completion of action items as agreed with other Board members
- Attendance at meetings of assigned committees
- Attendance at the Annual General Meetings
- Attendance at Membership meetings
- Promote the Halifax Chapter and IIBA
- Promoting and supporting Chapter, national and international events
- Performing outreach duties to similar Professional Associations, seeking out areas where the organizations can collaborate
- Securing dinner speakers and sponsors
- Financial support of the IIBA

Term:

Officers are elected by the Membership at the Annual General Meeting. All officers shall be Members in good standing of IIBA and of the Chapter. The officers will serve two-year terms of office, staggered so that approximately half of the officer(s) are elected each year, to provide continuity. An officer may be released before the end of the elected term by resigning, or in accordance with the IIBA Halifax Chapter bylaws.

General Duties:

An officer is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The officer must:

- approve (where appropriate) policy and other recommendations received from the Board or its standing committees
- monitor all Board policies
- review the bylaws and policy manual, and recommend bylaw changes to the membership
- review the Board's structure, approve changes and prepare necessary bylaw amendments
- participate in the development of the IIBA Halifax Chapter's organizational plans and annual review



Board of Directors

- approve the IIBA Halifax Chapter's Budget
- support and participate in evaluating the performance of peer Directors
- assist in developing and maintaining positive relations among the Board, committees and the community to enhance the mission of the IIBA Halifax Chapter

President

Roles and Responsibilities

General duties include:

- act as the Chief Executive Officer for the Chapter and of the Board
- act as one of the signing officers for cheques and other official documents
- communicate to the Board and general membership as required
- Promote IIBA and the Business Analyst Profession in Halifax.

Time commitment = approximately 1 hours per week

Board meeting duties include:

- provide leadership to the Board of Directors of the local Chapter, IIBA Halifax Members and IIBA Stakeholders
- ensure the Board adheres to its bylaws and constitution
- recognize Board members' contributions to the Board's work
- prepare the Board's agenda (with input from Board members)
- chair Board meetings

Time commitment = approximately 3 hours per month

General meeting duties include:

- attend general meetings and provide duties as required (e.g., hosting)
- prepare and present IIBA and Chapter updates presentation

Time commitment = approximately 4 hours bi-monthly

Miscellaneous duties include:

- evaluate the effectiveness of the Board's decision making process
- appoint committee chairpersons
- serve as ex officio member of committees and attend their meetings as required
- ensure there is a process to evaluate the effectiveness of Board Members using measurable criteria
- promote the organization's purpose in the community and to the media
- prepare a report for the Annual General Meeting

Time commitment = approximately 3+ hours weekly

Total time commitment = approximately 21 hours per month

* plus whatever committee commitments and other miscellaneous duties are required



Board of Directors

Secretary

Roles and Responsibilities

General administrative duties include:

- maintain copies of the Organization's bylaws and the Board's policy statements
- maintain lists of Board members, committees, general membership and interested parties (e.g., non-members wishing to receive dinner meeting invitations)
- conduct and maintain all Board correspondence
- file the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry
- maintain Chapter postal mailbox
- act as one of the signing officers for cheques and other official documents

Time commitment = approximately 1 hour per month

Board meeting duties include:

- provide updates for action items previously assigned
- accept action items as agreed with other Board members
- take, maintain and distribute (promptly) official meeting minutes (i.e., Board and Committee meetings)
- ensure there is quorum at meetings
- chair Board meetings in the absence of the President

Time commitment = approximately 4 hours per month

General meeting duties include:

- ensure members are notified of general meetings
- respond to attendee inquiries
- assist with presentation preparations
- attend general meetings and provide duties as required (e.g., registration desk)

Time commitment = approximately 6 hours bi-monthly

Miscellaneous duties include:

- Chair the Membership Committee
- manage communication with IIBA Members and other IIBA Stakeholders

Time commitment = varies

Total time commitment = approximately 8 hours per month

* plus whatever committee commitments and other miscellaneous duties are required



Board of Directors

Treasurer

Roles and Responsibilities

Financial duties include:

- act as the primary signing officer for cheques and other official documents
- disseminate financial information to the Board and Chapter membership
- maintain the Chapter's accounting according to Generally Accepted Accounting Principles (GAAP)
- support the audit process by submitting the Financial Report to IIBA at year end
- prepare and remit bank deposits
- prepare and remit invoices, receipts and cheques

Time commitment = approximately 1 hours bi-monthly

Board meeting duties include:

- prepare and present finance update

Time commitment = approximately 3 hours per month

General meeting duties include:

- prepare invoices and receipts
- assist with presentation preparations
- attend general meetings and provide duties as required (e.g., registration desk)

Time commitment = approximately 7 hours bi-monthly

TOTAL time commitment = approximately 7 hours per month

* plus whatever committee commitments and other miscellaneous duties are required



Board of Directors

VP Corporate Development

The Vice President Corporate Development is responsible for representing the IIBA Halifax Chapter to stakeholder organizations and will create promotional material for corporate sponsorship. The VP Corporate Development will promote the local chapter while working closely with the VP Events.

Roles and Responsibilities Duties include:

- Learn duties of the President and keep informed on key issues
- Responsible for the development and maintenance of a Chapter Membership plan that assures continued growth through aggressive recruiting and partnering with major community employers while working closely with VP Membership Services.]
- Represent the IIBA Halifax Chapter to stakeholder organizations
- Develop a sponsorship package to present to stakeholder organizations with the IIBA Halifax Board
- Work with stakeholder organizations to develop corporate sponsorship

Time Commitment = approximately 5 hours per month

VP Events

The Vice President Events is responsible for the planning of events including dinner meetings, speaking events, professional development events and promotional events. This position will work closely with the Vice President Corporate Development to promote the local Chapter. The VP Events is responsible for the timely dissemination of information both to and from the Chapter Membership, using appropriate means to accomplish the objective and is also responsible for the promotion of the local Chapter and IIBA to internal and external publications

Roles and Responsibilities

Duties include:

- Learn duties of the President and keep informed on key issues
- Schedule program of events (working closely with VP Professional Development). This should include socials, webinars and speakers
- Responsible for end-to-end creation of event, including venue, refreshments and speaker
- Manage RSVP responses for event tracking event attendees
- Create name tags for events
- Responsible for the timely dissemination of information both to and from the Chapter Membership
- Responsible for the promotion of the local Chapter and IIBA to internal and external publications
- Informing the Webmaster about all events in order to keep the website current

Time Commitment = approximately 5 hours per month



Board of Directors

VP Professional Development

The Vice President Professional Certification will be responsible for promoting Business Analysis Professionalism through the organization and delivery of educational publications, seminars and workshops designed to help Business Analysts achieve certification as Business Analysis professionals.

Roles and Responsibilities

Duties include:

- Learn duties of the President and keep informed on key issues
- Responsible for the Chapter's professional development programs designed to increase the competence of the Business Analysis community
- Organize and run professional development webinars using IIBA materials, for example IIBA CCBA/CBAP certification.

Time Commitment = approximately 5 hours per month

VP Membership Services

The Vice President Professional Development/Member Services will be responsible for the Chapter's professional development programs designed to increase the competence of the Business Analysis community. In addition, they will be responsible for the development and maintenance of a Chapter Membership plan that assures continued growth through aggressive recruiting and partnering with major community employers.

Roles and Responsibilities

Duties include:

- Learn duties of the President and keep informed on key issues
- Keep updated list of local Chapter members on Google Drive
- Maintain membership reports on Google Drive
- Contact members (via e-mail) to welcome them to Chapter
- Contact members (via e-mail) 30 days prior to local IIBA Chapter renewal
- Contact members (via e-mail) 30 days after renewal due

Time Commitment = approximately 5 hours per month



Board of Directors

Past President (Ex Officio)

Roles and Responsibilities

Duties include:

- support the current President
- chair the Nomination Committee for recruitment of new Board Members
- assist with Board recruitment and orientation to the Board
- assist with Board training
- chair special events at the request of the Board
- provide historical continuity about the Board's activities
- be the Chapter's point of contact with the IIBA Chapter Council
- work with the Board to secure speakers and sponsors

Time commitment = approximately 4 hours per month

