



**Central Indiana  
Chapter**

# **BYLAWS**

**As of April 6, 2021**

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## **Bylaw 1 – Name & Territory**

Section 1. This organization shall be called the International Institute of Business Analysis, Central Indiana Chapter (hereinafter “the CHAPTER”). This organization is a Chapter chartered by the International Institute of Business Analysis, (hereinafter “IIBA®”) and separately organized. This document is the general bylaws of the Chapter which regulate the operation of this organization.

Section 2. The principal office of the CHAPTER shall be located in Indianapolis (Marion County) or one of its surrounding counties.

Section 3. The Chapter is responsible to the duly elected IIBA Board of Directors and is subject to all IIBA policies, procedures, rules and directives.

Section 4. The Chapter shall meet all legal requirements in the jurisdiction in which the Chapter conducts business or is incorporated and/or registered.

Section 5. The Bylaws of the Chapter may not conflict with the IIBA’s current Bylaws and all policies, procedures, rules or directives established or authorized by the IIBA Board of Directors nor with the Chapter’s Charter with IIBA.

Section 6. The terms of the Charter executed between the Chapter and IIBA, including all restrictions and prohibitions, shall take precedence over these Bylaws and other authority granted hereunder.

## **Bylaw 2 – Objective**

Section 1. The purpose of the Chapter is to promote the practice of business analysis, raise the profile of the business analyst role, and locally represent the International Institute of Business Analysis (IIBA).

Section 2. The objectives of the Chapter are to:

- Advance the role of the Business Analyst as a recognized profession;
- Support opportunities for members to network with, and gain knowledge from, seasoned BA practitioners as well as with industry and government leaders;
- Provide access for members to a formal “knowledge base” as well as forums for sharing expertise, expressing professional opinions and building a reputation within the industry.
- Provide pathways to learn about business analysis best practices.
- Obtain and maintain a sufficient level of financial security, sustainability and autonomy at the chapter level to sustain the chapter.

- Create corporate support for the IIBA within the local market by generating marketing/awareness programs that demonstrate the value of business analysis and the IIBA.
- Liaise with industry and association partners to increase awareness and benefit of IIBA Chapter members.

## **Bylaw 3 – Code of Conduct**

Chapter Leaders shall maintain the highest standard of conduct, act with fairness, integrity, and dignity and in a manner not detrimental to the interest of the public, their employer or IIBA. They shall not violate any laws in the performance of their duties. As Members of IIBA they agree to abide by this Code.

All IIBA Chapter Leaders agree to undertake the following:

- To abide by all applicable laws, codes, and regulations, and protect the public against fraud and unfair trade practices.
- To refrain from discriminatory, illegal, immoral, and unprofessional business practices or activities that can be viewed as inappropriate, illegal, immoral, complicit, collusive, disrespectful or may bring real or perceived harm to the reputation of the individual IIBA Member, the local IIBA Chapter and IIBA.
- To present or supply products and services honestly without misrepresentation.
- To respect all individual Member’s personal information, personal data, privacy, financial information, and intellectual property rights.
- To respect the Chapter’s confidential information, data, business relationships, financial and tax data, and intellectual property rights.
- To provide fair and responsive service to customers before, during and after all business transactions.
- To share knowledge, expertise, and skills to advance the industry while respecting the confidentiality of customers and associates.
- To make a full and frank disclosure to customers of all material terms of any agreement with them.
- To comply with all lawful contractual obligations.
- To operate the IIBA Chapter and/or conduct all IIBA activities and interactions and/or manage any IIBA assets or resources as if they were your own with high standards and accountability.

## **Bylaw 4 – Composition & Minimum Standards**

Section 1. The Chapter shall consist of an elected President and Board of Directors and shall not be used for the promotion of candidacy of any person seeking public office or preferment or the promotion of any commercial enterprise.

To be classified as an active IIBA Chapter, each Chapter must meet minimum standards. Chapters will be reviewed periodically by the Regional Director, the Global Chapter

Council (GCC) as well as IIBA staff. The reviews will allow any challenged Chapters to elevate themselves and thus maintain at the very least the set of minimum standards.

Section 2. Board Members: For an IIBA Chapter to be active and sustainable, the Board Members must all be IIBA Members in good standing. Within the Chapter Portal, a minimum of three Board Members are required to have an active role with a term date in the future.

Section 2.1 Member in Good Standing: It is imperative that all Board of Directors be IIBA Members and maintain their Membership. IIBA is a Member driven organization and to truly lead a Chapter, its leaders must also be Members.

Section 2.2 Three Board Members: A Chapter must be led by a team of individuals. Chapters are not sustainable when only one or two people are running the show. Each Chapter is required to have a minimum of three Members on their Board. IIBA suggests the roles of President, Treasurer, and Communications make up the minimum number of board directors.

Section 2.3 Active Role Within the Chapter Portal, all the Board of Directors must have their Chapter Position Status set to Active. This flag indicates to IIBA that the individual is an active Member of the Chapter's Board of Directors and will receive all relevant communications.

Section 2.4 Role-Based Emails Chapter Leaders are expected to use role-based email accounts for official Chapter business.

Section 2.5 Future Term End Date The Board of Directors must also have a defined future term end date in the Chapter Portal. By having a date in the past, the Director is no longer considered to be a part of the Board.

## **Bylaw 5 – Membership**

Section 1. Membership in this organization is voluntary and shall be open to any person interested in furthering the purposes of the organization. Membership shall be open to all persons without regard to race, creed, color, age, sex, marital status, international origin, religion, or physical or mental disability.

Section 2. Membership in the Chapter requires membership in IIBA. The Chapter shall not accept as members any individuals who have not been accepted as IIBA members, and shall not create its own membership categories.

Section 3. “Members in Good Standing” can vote in Chapter elections and hold office. Members in good standing shall be defined as Chapter Members who have paid IIBA dues, as verified by the Vice President, Finance and whose membership is not under disciplinary review by the chapter or by IIBA.

Section 4: Members shall be governed by and abide by the IIBA Bylaws and by the Bylaws of the Chapter and all policies, procedures, rules and directives lawfully made there under.

Section 5: All members shall pay the required IIBA membership dues to IIBA. If a member resigns, membership dues shall not be refunded by IIBA.

Section 6: If a member relocates, they can change their home chapter in the IIBA portal.

Section 7: Membership in the Chapter shall terminate upon the member's written resignation, failure to pay dues or expulsion from membership for just cause as defined within the international bylaws. These rules apply to Chapter Board members as well as the general membership.

Section 8: The Chapter Board of Directors will exercise the right to terminate membership based on just cause. The member may appeal the decision to the Chapter Board of Directors or elevate it to the International Board of Directors. The effective date of termination will be determined by the Chapter Board of Directors and will be formally communicated to the terminated member.

Section 9: The membership database and listings provided by IIBA to the Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the Chapter, consistent with IIBA policies.

## **Bylaw 6 – Chapter Calendar**

Section 1: Events - The Chapter must have a minimum of nine events in a calendar year, of which at least six must be learning opportunities. These events should be entered into the Chapter Portal for visibility to the greater IIBA community. Chapters must have held at least one event within the past three months and have scheduled a minimum of at least one event within the next three months. Within the past 15 months, the Chapter is required to have held an Annual General Meeting.

Section 2: Events Per Year - To better engage our community in a consistent manner, IIBA expects that Chapters are holding regular Chapter events. These events may be either virtual or physical events but should be held on a regular cadence and occur at least nine times a year. By having a consistent rhythm, Members will be able to connect, learn and grow on a regular basis.

Section 3: Professional Development - Of the nine events scheduled by the Chapter, at least six of them should be a professional development opportunity. These events will allow the community to learn business analysis tools, techniques, and skills to further their professional development. They could be such things as speaker presentations, panel discussions, workshops, and professional development days.

Section 4: Social/Networking - Chapters are encouraged to unite their community through non-development activities in addition to the ones for professional development. Social and networking are key components within the community and can be either tied to an existing professional development event or added as a separate event. There are no minimums for social or networking events.

Section 5: Past Events - The Chapter events need to be input into the Chapter Portal so that the community has visibility into events happening around the world. Each Chapter should have held at a minimum\*, one event within the past 90 days. This metric is used to ensure that your Chapter's plans are being executed and that your community is being engaged on a consistent basis.

\*More than one event within the past 90 days is encouraged, but at a minimum there must be one

Section 6: Future Events - Planning is an integral part of business analysis and we need to ensure that we are planning events into the future. IIBA does not prescribe how much in advance you schedule your events, but it is recommended to give attendees ample warning to fit the event into their schedule. The closer to the event, the more likely they are to have a conflict. The minimum standard for future events is to have a minimum of one event scheduled within the next three months (90 days).

Section 7: Annual General Meeting - Each Chapter should be preparing an Annual General Meeting at least once every calendar year. At any point within the year, the most recent AGM must have taken place no longer than 15 months ago. During the AGM, officers should be elected, and proposed bylaw changes voted on and updated as required. The Members must be given advance notice of the AGM as stipulated in the Chapter's bylaws. The AGM counts towards the professional development opportunity section above.

Section 8: Event Pricing - Chapters will create event pricing models with different pricing for IIBA Members and non-Members. There will be no more Chapter Membership pricing.

Section 9: The Chapter will adhere to the following **minimum** schedule of events.

Event	Timeframe
Meetings	Bi-monthly
Annual General Meeting (AGM)	Annually
Chapter Executive Meeting	As Needed
Committee Meetings	As Needed

Section 10: Notice of meetings

Meeting	Called By	Notice period	Min Attendance	Notice Form

AGM	President	60 days	10% membership	Email
Membership	Board Member	60 days	10% membership	Email
Executive Meeting	President	30 days	50% Board	Email
Committee Meeting	Committee Chair	As required	As Required	Email

Section 11: Changes or modifications to Chapter Calendar must be submitted to the President to be discussed at the next Executive Meeting.

Section 12: The President of the Chapter will chair all meetings except committee meetings. Voting will occur by a show of hands, by written ballot, or by a polling of members. Proxy votes will not be accepted. Decisions and acceptance are based on majority votes.

## **Bylaw 7 – Officers and Directors**

Section 1: The Chapter shall be governed by a Board of Directors. There will be six elected officers to serve in the following positions:

- President
- Vice President (VP), Operations
- Vice President (VP), Finance
- Vice President (VP), Marketing
- Vice President (VP), Professional Development
- Vice President (VP), Membership

All officers shall be members in good standing of IIBA and of the Chapter. Officers will be elected by majority vote of Chapter members in attendance at the Annual General Meeting. 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.

As the Chapter increases its membership, the duties and responsibilities for each of the VPs will expand. Committees may be formed to support additional functions as deemed necessary by the Chapter.

Upon election these Officers will immediately become members of the Board of Directors and will serve as "understudies" of the Officers they are to succeed. The understudies will



not have voting rights until the beginning of their respective terms. Officers shall be eligible to serve multiple terms.

Officers will be elected at the Annual General Meeting each year. The following chart illustrates the election rotation process:

<i>Odd Years</i>	<i>Even Years</i>
Vice President (VP), Operations	President
Vice President (VP), Finance	Vice President (VP), Membership
Vice President (VP), Professional Development	Vice President (VP) Communications & Marketing

Section 2: The President shall be the chief executive officer for the Chapter and of the Board and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The President shall also serve as a member ex-officio with the right to vote on all committees.

The immediate Past President shall serve as a member ex-officio of the Board of Directors, with a right to participate in all discussions and all committees. The Past President shall not have a vote on the Board of Directors or the Committees.

Section 3: The Vice President (VP), Operations shall keep the records of all business meetings of the Chapter and meetings of the Board. The Vice President (VP), Operations is also responsible for all official correspondence with the members and the IIBA, except for committee correspondence.

Section 4: The Vice President (VP), Finance is responsible for the management of funds for duly authorized purposes of the Chapter. The Vice President (VP), Finance is responsible to the Board of Directors and will submit the books for audit each year.

Section 5: The Vice President Marketing 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. In addition, they are responsible for maintaining the Chapter's website and the development and delivery of programs relating to business analysis for each scheduled Chapter meeting. The content of these programs is to be consistent and in accordance with the objectives of the Chapter and with approval of the Chapter Board.

Section 6: The Vice President, Professional Development will be responsible for promoting Business Analysis Professionalism through the organization and delivery of educational publications, seminars, and informational updates, including changes to the Business Analysis Body of Knowledge (BABOK) to help Business Analysts in their profession.

See Appendix 1 for further description of all roles and responsibilities.

## **Bylaw 8 – Board of Directors Responsibilities**

Section 1: The Chapter shall be governed by the Board of Directors. The Board shall be responsible for carrying out the purposes and objectives of the Chapter.

Section 2: The Board shall consist of the officers of the Chapter elected by the membership. All Officers shall be members in good standing of IIBA and of the Chapter.

Section 3: The Board shall exercise all powers of the Chapter, except as specifically prohibited by these Bylaws, the IIBA Bylaws and policies, and the laws of the jurisdiction in which the organization is incorporated/registered. The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these Bylaws and IIBA Bylaws and policies, and to exercise authority over all Chapter business and funds.

Section 4: The Board shall meet at the call of the President, or at the written request of three (3) members of the Board directed to the Vice President (VP), Operations. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each member shall be entitled to one (1) vote and may take part and vote in person only. At its discretion, the Board may conduct its business by teleconference, facsimile or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.

Section 5: The Board of Directors may declare an officer position to be vacant where an officer ceases to be a member in good standing of IIBA or of the Chapter by reason of non-payment of dues, or where the officer fails to attend three (3) consecutive Board meetings. An officer may resign by submitting written notice to the President. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

Section 6: An officer may be removed from office for just cause in connection with the affairs of the organization by a two-thirds (2/3) vote of the members present and in person at an official meeting of the membership, or by a two-thirds (2/3) vote of the Board.

Section 7: If any officer position becomes vacant, the Board may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. If more than half the term of office remains, the Board may call a special election for the position for the balance of the term of office.

In the event the President is unable or unwilling to complete the current term of office, an Interim President will be appointed by the remaining Board members. This appointment shall be in effect for the remainder of that term.

Section 8: If and when the board can convene a quorum the board has the power to:

- propose an amendment to the bylaws
- amend objectives
- commit the local chapter to contractual arrangements
- terminate any individual member for violation of a Chapter bylaw or an IIBA bylaw

Section 9: If the membership is dissatisfied with actions taken by the board, a petition signed by 60 percentage of the membership, can be submitted to the President and the issue(s) will be tabled at a special meeting of the members or the next scheduled member meeting, for action.

Section 10: A strategic plan sharpens the focus of your Chapter and establishes the direction you need to take to get there. Strategic planning can help your Chapter develop the right goals and targets to help meet them. A Chapter must have at least a simple strategic plan outlining their goals and objectives.

Section 11: A financial plan is a tool to analyze your financial situation and provide budgeted projections to support the Chapter's operations. Each Chapter must have a financial plan in place and should review their plan and their budgets monthly with the Board of Directors and annually at their Annual General Meeting.

Section 12: A Business plan includes detailed information that can help improve the Chapter's chance of success. At a minimum, the Chapter should have a document outlining the mission and vision of the Chapter as well as their annual goals and objectives.

## **Bylaw 9 – Nominations and Elections**

Section 1: A Nominating Committee shall prepare a slate containing nominees for each Board position and shall determine the eligibility and willingness of each nominee to stand for election. Candidates for Board positions may also be nominated by petition process established by the Nominating Committee the Board. Elections shall be conducted during the annual meeting of the membership, or by ballot to all voting members in good standing.

The candidate who receives a majority of votes cast for each office shall be elected. Ballots shall be counted by the Nominating Committee or by tellers designated by the Board.

Section 2: No current member of the Nominating Committee shall be included in the slate of nominees prepared by the Committee.

## **Bylaw 10 – Committees**

Section 1: The Board may authorize the establishment of committees to advance the purposes of the organization. The Board shall establish a charter for each committee, which defines its purpose, authority and outcomes. Committees are responsible to the Board.

Section 2: The President with the approval of the Board shall appoint all committee members and a chairperson for each committee. Committee members must be appointed from the membership of the organization.

## **Bylaw 11 – Finance**

Section 1: The fiscal year of the chapter shall be from 1 January to 31 December. Members will be responsible for renewing their own IIBA membership.

Section 2: The Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities.

Section 3: All dues billings, dues collections and dues disbursements shall be performed by the IIBA.

Section 4: Audit of records and accounting practice will be performed every two (2) years by an independent third party.

Section 5; Incorporation. Chapters should set themselves up as a not-for-profit independent legal organization within their jurisdiction. It is the Chapter's responsibility to setup and maintain themselves as this legal entity.

Section 6. Finances Finances play a big part in running a Chapter and as such, there are standards around finances that must be maintained for proper Chapter governance.

6.1 Bank Account The Chapter's bank account must be in the Chapter's name. Having it in an individual's name gives no recourse if the individual decides to keep any money in the account. The banking information may need to be shared with IIBA so that direct deposits and wire transfers can be facilitated. It is best practice to ensure that two signatures are required to change the account as well as two signatures are required to sign a cheque. If your Chapter uses a credit card, or a debit card connected directly to the bank account, it is best practice to review the transactions monthly by a Board Member that does not have access to the card.

6.2 Other Payment Gateways Other payment gateways such as PayPal should also be in the Chapter's name and should be attached to a role-based email address. Charges should be reviewed monthly similar to that of a Chapter credit or debit card.

## **Bylaw 12 – Ratification and Amendments**

Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of the voting membership in good standing present at an annual meeting of the Chapter duly called and regularly held; or by a two-thirds (2/3) vote of the voting membership in good standing voting by mail ballot returned within forty-five (45) days of the date by which members can reasonably be presumed to have received the ballot. Notice of proposed changes shall be sent in writing to the membership at least fifteen (15) days before such meeting or vote.

Section 2: Amendments may be proposed by the Board on its own initiative, or upon petition by ten percent (10%) of the voting members in good standing addressed to the

Board. All such proposed amendments shall be presented by the Board with or without recommendation.

Section 3: All amendments must be consistent with IIBA's Bylaws and the policies, procedures, rules and directives established by the IIBA Board of Directors, as well as with the Chapter's Charter with IIBA

Section 4: Bylaws should be periodically reviewed by the Board of Directors and changes should be proposed to the Membership to be voted on at the AGM or a similar Membership meeting for that purpose. Changes to the bylaws must be forwarded to IIBA at [Chapter@iiba.org](mailto:Chapter@iiba.org).

Section 5: When incorporating, the Chapter is given documentation proving that they have been incorporated. This documentation should be shared with IIBA and can be sent to [Chapter@iiba.org](mailto:Chapter@iiba.org). It should also be maintained within the Chapter's G-Suite.

## **Bylaw 13: Dissolution**

Section 1: Should the Chapter dissolve for any reason, its assets shall be dispersed to a charitable organization designated by the voting membership after the payment of just, reasonable and supported debts, consistent with applicable legal requirements.

Dissolution of the Chapter may be due to the direction of the IIBA, a vote of the membership or the lack of sufficient members to sustain the chapter. In the case of a vote of the membership, the dissolution must be brought to the members in a special election and be approved by at least 60% of the members in good standing who attend the meeting.

# Appendix 1 – Board of Directors Job Descriptions

The following job descriptions will be signed by the elected officer the day of the election by the membership.

## ***Sample Job Description***

### IIBA Central Indiana Chapter JOB DESCRIPTION

**Position:** Board Member

#### 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

#### **Requirements:**

Requirements of Board membership include:

1. Commitment to the work of the IIBA
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy
3. Willingness to serve on committees
4. Attendance at Board meetings
5. Attendance at meetings of assigned committees
6. Attendance at the Annual General Meetings
7. Attendance at membership meetings
8. Support of special events
9. Support of, and participation in, special events
10. Financial support of the IIBA

#### Term

Directors are elected by the membership at the Annual General Meeting. 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.

#### General Duties

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.

**The Director 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 Chapter's organizational plans and annual review
- Approve the Chapter's budget
- Support and participate in evaluating Director performance
- Assist in developing and maintaining positive relations among the Board, committees and the community to enhance the Chapter's mission

Review Date and Approval Date

The Board Member Job Descriptions are reviewed annually by the President. Recommended changes are presented to the Board.

Approval Date: 4/6/2021

Review Date: 3/31/2021

### ***Position: President***

#### Authority and Responsibility

The President is responsible for the overall functioning of the Chapter, assuring that the Chapter Board works together as a team, dedicated to achieving the Chapter vision, mission and objectives as detailed in the Chapter Charter.

#### Requirements:

Requirements of the President include:

1. Commitment to the work of the IIBA
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy
3. Willingness to serve on committees
4. Attendance at Board meetings
5. Attendance at meetings of assigned committees
6. Attendance at the Annual General Meetings
7. Attendance at membership meetings
8. Support of special events
9. Support of, and participation in, special events
10. Financial support of the IIBA

#### Term

The President is elected by the membership at the Annual General Meeting and serves for a two-year term.

#### General Duties

The President 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 President must:

- 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.
- Serve as ex officio member of committees and attends their meetings as required
- Orients Board Members and committee chairpersons to the Board
- Ensure there is a process to evaluate the effectiveness of Board Members using measurable criteria
- Recognizes Board Members' contributions to the Board's work
- Acts as one of the signing officers for disbursements checks 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
- Prepare monthly status reports for presentation at Chapter Board Meetings
- Liaison between IIBA International Board of Directors and the local Chapter
- Appoint Nominating Committee members each year to conduct Chapter elections
- Ensure programs and services are implemented
- Oversee the committee for Website and Technology
- Ensure that the Board governs as well as manages programs and services
- Maintain and deliver all permanent records to position successor as required

Approval Date:                      4/6/2021          

Review Date:                      3/31/2021

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***Duties of Vice President(s)***

- act in the absence of the President
- learn duties of the President and keep informed on key issues
- act as a signing officer for cheques and other documents
- orients the new Vice President
- 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

Approval Date: 4/6/2021

Review Date: 3/31/2021

**Position: Past President**

Authority and Responsibility

The Past President will support the current President, assuring that the Chapter Board works together as a team, dedicated to achieving the Chapter vision, mission and objectives as detailed in the Chapter Charter.

General Duties

The Past President is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy, but is non-voting.

The Past President may:

- 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

Approval Date: 4/6/2021

Review Date: 3/31/2021

### ***Position: Vice President (VP) Finance***

#### Authority and Responsibility

The Vice President Finance is responsible for the solicitation of input from Board members for the development of financial goals and objectives for the Chapter and the preparation of an annual financial plan.

#### Requirements:

Requirements of the Vice President Finance include:

1. Commitment to the work of the IIBA
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy
3. Willingness to serve on committees
4. Attendance at Board meetings
5. Attendance at meetings of assigned committees
6. Attendance at the Annual General Meetings
7. Attendance at membership meetings
8. Support of special events
9. Support of, and participation in, special events
10. Financial support of the IIBA

#### Term

The Vice President Finance is elected by the membership at the Annual General Meeting and serves for a two-year term.

#### General Duties

The Vice President Finance 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 Vice President Finance must:

- Serve on the Board
- Manage the day-to-day financial affairs of the Board
- Manage all Chapter financial transactions, guest payments for Chapter meetings or special events, and the payment of all Chapter bills in accordance with Chapter Board Directives
- Manage the accounting of the funds of the organization, its budget and expenditures
- Ensure compliance with local and corporate fiduciary responsibilities
- Give regular reports to the Board on the financial state of the organization
- Establish and maintain all required Chapter bank accounts and/or similar financial transactions, arranging for officer signatures as required.
- Maintain IRS Employee Identification Number (EIN) and submit all required IRS tax related filings on a local, state, and federal level or as directed by IIBA.
- Develop an annual operating budget and forward to the Board for inclusion in the annual application for charter renewal.
- Develop an annual financial statement on the activities of the Chapter and provide to the Board by December 1st of each year.
- Prepare and present monthly financial statements to the Board and the general membership at Chapter meetings.
- Maintain a permanent file of the financial business of the Chapter and turn over

all documentation to successors as required.

- Keep full and accurate accounts of all organizational receipts and disbursements
- Act as signing officer, with the President, for checks and other documents.
- Orient the new Vice President Finance

The Board Member Job Descriptions and goals are reviewed annually by the President. Recommended changes are presented to the Board.

Approval Date: 4/6/2021

Review Date: 3/31/2021

## ***Position: Vice President (VP) Marketing***

### Authority and Responsibility

The VP Marketing is responsible for the timely dissemination of information both to and from the Chapter membership, using various tools to accomplish the objective. The VP Marketing is also responsible for the development and maintenance of a Chapter marketing plan that assures positive recognition for the Chapter.

### Requirements:

Requirements of the VP Marketing include:

1. Commitment to the work of the IIBA
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy
3. Willingness to serve on committees
4. Attendance at Board meetings
5. Attendance at meetings of assigned committees
6. Attendance at the Annual General Meetings
7. Attendance at membership meetings
8. Support of special events
9. Support of, and participation in, special events
10. Financial support of the IIBA

### Term

The VP Marketing is elected by the membership at the Annual General Meeting and serves for a two-year term.

### General Duties

The VP Marketing 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 VP Marketing must:

- Administer publicity and public relations programs for the Chapter.
- Promote and coordinate printing of business analysis related articles in industry publications with references to IIBA and its principles.
- Recruit an appropriate number of committees and committee members to carry out the mandate.
- Prepare monthly status reports for presentation at Chapter Board meetings.
- Maintain and deliver all permanent records to the position successor as required.
- Develop and maintain a brand image for the Chapter in conjunction with parent IIBA organization;
- Promote a positive image of the Chapter in conjunction with the Vice-President of Operations;
- Communicate the principles and benefits of the Business Analyst discipline to the professional community cover within the Chapter;
- Administer publicity and public relations programs for the Chapter;
- Coordinate and administer creation of promotional materials with the Vice President of Operations;

- Promote and coordinate printing of business analysis related articles in industry publications with references to IIBA and its principles;
- Promote relationships with other professional societies, conference providers, etc.

Approval Date: 4/6/2021

Review Date: 3/31/2021

### ***Position: Vice President (VP) Professional Development***

#### Authority and Responsibility

The VP of Professional Development is responsible for the development and delivery of programs relating to business analysis for each scheduled Chapter meeting. The content of these programs is to be consistent and in accordance with the objectives of the Chapter and with approval of the Chapter Board.

#### Requirements:

Requirements of the VP Professional Development include:

1. Commitment to the work of the IIBA
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy
3. Willingness to serve on committees
4. Attendance at Board meetings
5. Attendance at meetings of assigned committees
6. Attendance at the Annual General Meetings
7. Attendance at membership meetings
8. Support of special events
9. Support of, and participation in, special events
10. Financial support of the IIBA

#### Term

The VP Professional Development is elected by the membership at the Annual General Meeting and serves for a two-year term.

#### General Duties

The VP Professional Development 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 VP Professional Development must:

- Distribute a six- (6) month or one-year program plan showing monthly events.
- Prepare monthly program schedules and agendas showing all planned Chapter activities for the upcoming six-month period, including speaker, vendor presentation, etc
- Notify membership not less than fourteen (14) days before meetings called by the  
VP Operations.
- Monitor and report upon the general membership's requirements and response to Chapter Programs. This includes the preparation, analysis, and reporting on questionnaires and other evaluation devices.
- Work with other Board members and Chapter members to determine the need for special programs (training, social activities, special engagements, etc) and coordinate necessary arrangements and delivery of program.
- Obtain detailed information on future guest speakers at least a month in advance of meetings to provide adequate lead time for the Vice Presidents of



Marketing and Operations to publicize such events.

- Plan and organize the presentation of special seminars, events, and meetings, which the Chapter Board deems beneficial to the local membership.
- Prepare questionnaires and/or program surveys ahead of each event. Summarize the information and provide feedback to the Board for review.
- Maintain and deliver all permanent records to the position successor as required.

Approval Date: 4/6/2021

Review Date: 3/31/2021

### ***Position: Vice President (VP) Operations***

#### Authority and Responsibility

The VP Operations is responsible for ensuring the smooth functioning of the Executive committee by making certain that the affairs of the chapter are recorded, maintained, and communicated properly.

#### Requirements:

Requirements of the VP Operations include:

1. Commitment to the work of the IIBA
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy
3. Willingness to serve on committees
4. Attendance at Board meetings
5. Attendance at meetings of assigned committees
6. Attendance at the Annual General Meetings
7. Attendance at membership meetings
8. Support of special events
9. Support of, and participation in, special events
10. Financial support of the IIBA

#### Term

The VP Operations is elected by the membership at the Annual General Meeting and serves for a two-year term.

#### General Duties

The VP Communications 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 VP Communications must:

- 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 IIBA
- 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

- Notify membership not less than thirty (30) days before the annual general meeting called by the President.
- Maintain up-to-date copy of the mailing list for use in mailing Chapter event notices, newsletters, and annual report.
- Notify membership of all nominations thirty (30) days before election.
- Maintain a file of all Chapter correspondence (meeting minutes, mailings, etc.)
- Prepare for, procure, and distribute Chapter stationary and printed materials.
- Promote a positive image of the Chapter in conjunction with parent IIBA organization.
- Orient the new VP Operations

Approval Date: 4/6/2021

Review Date: 3/31/2021

### **Position: Vice President (VP) Membership**

#### Authority and Responsibility

The Vice President Membership is responsible for the development and maintenance of a Chapter membership plan that assures industry diversity and continued growth through aggressive recruiting and partnering with major area employers. In addition, the Vice President Membership is responsible for maintaining records on the chapter event attendance

#### Requirements:

Requirements of the VP Membership include:

1. Commitment to the work of the IIBA
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy
3. Willingness to serve on committees
4. Attendance at Board meetings
5. Attendance at meetings of assigned committees
6. Attendance at the Annual General Meetings
7. Attendance at membership meetings
8. Support of special events
9. Support of, and participation in, special events
10. Financial support of the IIBA

#### Term

The VP Membership is elected by the membership at the Annual General Meeting and serves for a two-year term.

#### General Duties

The VP Membership 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 VP Membership must:

- Develop a three-year plan for membership goals that also addresses retention.
- Establish and maintain an active membership drive, including a documented plan, partnering with other Chapter Board members to identify membership opportunities, providing membership application forms and IIBA information to potential members.
- Provide periodic membership lists to all Chapter Board members, communicating with and requesting from IIBA, all appropriate membership documentation.
- Establish and maintain an active corporate Chapter sponsorship solicitation drive.
- Develop and implement a retention program to follow up with each member who does not renew.
- Prepare monthly status reports for presentation at Chapter Board meetings.

- Create and implement a membership retention plan.
- Maintain a permanent file of the membership and recruiting activities of the Chapter and turn over all documentation to successors as required.

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