

IIBA Ottawa-Outaouais

Annual General Meeting 2023

Call for Nominations to the Board of Directors

Board of Directors positions commitments involve:

- attending monthly board meetings from September to June
- attending 1 chapter meeting per month
- participating in an annual strategic planning session (usually in late July)
- responsibilities of the role as stated below
- approximate time commitment: 8 to 15 hours per month, depending on role

Open Positions for 2023

To be voted on at the Annual General Meeting on June 20, 2023.

- Treasurer (2-year term)
- VP Certification (2-year term)
- VP Member Services (2-year term)
- VP Professional Development (2-year term)

Role: Treasurer

The Treasurer oversees the management of funds for duly authorized purposes of the Chapter. The Treasurer assists the Secretary with management of any communication that is related to financial operations of the Chapter.

Responsibilities

- Manage the corporate financial documentation - financial statements, tax, and audit (where required)
- Perform the financial accounting of the corporation (revenues and expenditures, banking information)
- Provide monthly financial updates to the Board, and annual financial report to membership (AGM)
- Act as the Chief signing authority for financial matters with two (2) other authorities • Collect and account registration fees at meetings and events (may be through third parties or event management tools)
- Perform banking transactions on behalf of the organization

Role: VP Certification

The Vice President Professional Certification promotes, champions and educates about business analysis certification. Liaison between IIBA.org and the Ottawa-Outaouais chapter regarding certification and recertification.

Responsibilities

- Communicate and promote business analysis certification
- Answer questions about certifications offered by IIBA
- Accountable for facilitation of core certification study group sessions designed for business analysts considering, studying for or preparing to write the ECBA™, CCBA® or CBAP® examinations
- Collaborate with the VP Communications to ensure members are kept aware of study group sessions and certification program updates
- Respond to inquiries about BABOK® content
- Clarify certification and recertification requirements
- Congratulate and celebrate certification achievements
- Answer questions about business analysis certification
- Educate about the process for applying for and writing certification exams
- Maintain awareness of requirements and procedures for core and specialized IIBA certifications
- Delivery of the chapter's Mentoring Program
- Attend monthly board meetings
- Attend monthly chapter meetings
- Attend annual chapter leadership planning day (summer)

Role: VP Member Services

The Vice President Member Services tracks the Chapter's membership database, organizational development and services delivered to the members. The VP Member Services is concerned with the development of new and needed services for members as well as integration of volunteers to support Chapter operations

Responsibilities

- Manage and update the membership database
- Track IIBA membership expiry to advise members and to validate that appropriate prices are being used by event registrants for all chapter events (for members and non- members).
- Respond to and support Portfolio Leaders to provide registration and reception at chapter events, track participation & confirm participant attendance
- Identify and develop new services for members as part of the organization's development
- Act as the Chapter's liaison to the IIBA international organization for matters related to membership
- Coordinate the development and integration of volunteers
- Develop and maintain volunteer database
- Conduct analysis and provide summary of feedback forms collected
- Determine the voter eligibility list for Annual General Meeting and Special General Meeting Voting.
- Responsibility for administering refunds for chapter events

Role: VP Professional Development

The Vice President Professional Development provides and identifies opportunities for the professional development of Chapter members. This position also identifies and coordinates the delivery of content for Chapter meetings and other events.

Responsibilities

- Accountable for the monthly chapter event and workshop portfolio
- Solicitation from membership and professional sources and develop topics of interest for the development of members' skills and interests
- Develop topic options for chapter events and support VP Marketing to stage the Monthly Chapter events
- Support the VP Professional Certification to ensure the needs of the members are being met to support attainment and maintenance of certification