

# IIBA Ottawa-Outaouais

## Annual General Meeting

### Call for Nominations to the Board of Directors

Board position commitments involve:

- 1 Board meeting per month (some in-person after work hours, some by conference call at either lunchtime or evening)
- 1 Chapter meeting per month (potentially more if ad hoc events occur)
- policy level work for the Board
- review of documentation
- estimated commitment time is 10 to 14 hours per month

Positions Description:

#### President Elect

The President Elect assists the President, with the aim of learning and being mentored to assume that role. The President Elect stands in for the President as required, per the Chapter Succession Plan.

The President Elect serves one year in term, then assumes the position of President for two years, making the transition to Past-President for the final year of the term of office. 2

#### Secretary

The Secretary keeps the records of all business meetings of the Chapter and meetings of the Board. The Secretary manages all communication received by the Chapter, consulting the Treasurer as needed, for any finance-related concerns.

Responsibilities

- work closely with the President to ensure proper management of the Chapter
- management of corporate documentation
- schedule Board meetings in conjunction with the President
- collection, distribution and management of agenda and minutes of Board meetings
- ensure corporate filing to meet government requirements

## VP Communications

The Vice President Communications disseminates information both to and from the Chapter membership and constituency, and promotes the local Chapter and IIBA® through internal and external publications.

### Responsibilities

- communications with Chapter members and constituents
- broadcast notices of events and important dates
- work closely with other VPs to ensure pertinent information disseminated to organization participants
- management of organization communication infrastructure -web site, communications tools (mail and promotion)
- oversight on communications to the members and constituents from Board and external parties

## VP Marketing

The Vice President Marketing promotes the Chapter and engages members and sponsors in the activities and services of the Chapter.

### Responsibilities

- generate and arrange sponsorship and advertising for the organization, recommend to the Board for approval
- management and servicing of sponsorship and advertising agreements
- staging of events to engage constituents, sponsors and advertisers
- marketing and promotional materials and messages for the organizations
- work closely with the VP Communications and VP Professional Development on the promotion of events

## VP Members Services

The Vice President Member Services administers the Chapter's membership database, organizational development and services delivered to the members.

### Responsibilities:

- management and updating of membership database
- registration and reception at chapter events, tracking participation & confirmation of participant attendance where required
- identification and development of new services for members as part of organizational development
- liaison with the IIBA international organization for matters related to membership

## VP Professional Certification

The Vice President Professional Certification manages educational publications, seminars and workshops designed to help Business Analysts achieve IIBA certification.

Responsibilities:

- maintain awareness of IIBA certification (CBAP & CCBA) requirements and directions
- work collaboratively with VP Communications to ensure members are kept aware of requirements and changes to certification programs
- stage study groups or other learning mechanisms to support members seeking certification
- liaise with members who are certified and the international organization, and communicate with members regarding their interests and needs

## 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:

- solicit from membership and professional sources and develop topics of interest for the development of members' skills and interests
- arrange topics and speakers for monthly chapter events and work collaboratively with the VP Communications and the VP Marketing to stage the events
- work collaboratively with the VP Professional Certification to ensure the needs of the members are being met to support attainment and maintenance of certification
- develop and stage events (e.g. workshops, breakfasts) to help members improve their skills and knowledge in in the domain of business analysis

## VP Global Relations

The Vice President of Global Relations works with the IIBA Ottawa Outaouais Chapter Board of Directors to assess the external landscape and put together plans to engage local complementary associations, regional IIBA Chapters and the IIBA International Institute. His / Her engagements will increase the exchange of ideas which will help shape future Chapter activities and project IIBA brand.