

International Institute of Business Analysis – New York City Chapter Bylaws

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Article I – Name, Principal Office, Governing Legal Requirement

Section 1.01 Name

This organization shall be called the **International Institute of Business Analysis, New York City 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 2.01 Principal Office

The principal office of the Chapter shall be located in New York, NY.

Section 3.01 Governing Legal Requirement

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

Article II – Relationship to IIBA

Section 2.01 Responsibility to IIBA

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

Section 2.01 Consistency with IIBA

The Bylaws of the Chapter may not conflict with the IIBA’s current Bylaws and all policies, procedures, rules or directives established or authorized neither by the IIBA Board of Directors nor with the Chapter’s Charter with IIBA.

Section 2.02 Precedence of the Charter

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.

Article III – Purpose, Objectives and Limitations

Section 3.01 Purpose of IIBA NYC

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 3.02 Objectives

The objectives of the Chapter are to:

Advance the role of the Business Analyst as a recognized profession;

- I. Support opportunities for members to network with, and gain knowledge from, seasoned BA practitioners as well as with industry and government leaders;
- II. 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;
- III. Provide pathways to learn about business analysis best practices;
- IV. Obtain and maintain a sufficient level of financial security, sustainability and autonomy at the chapter level to sustain the chapter;
- V. 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;
- VI. Liaise with industry and association partners to increase awareness and benefit of IIBA Chapter members.

Section 3.01 Limitations

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.

Article IV – Membership

Section 4.01 General Membership Provisions

- A. 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.
- B. 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.
- C. “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 both IIBA and Chapter dues, as verified by the Treasurer and whose membership is not under disciplinary review by the chapter or by IIBA.
- D. 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.

- E. All members shall pay the required IIBA and Chapter membership dues to IIBA. In the event that a member resigns, membership dues shall not be refunded by IIBA or the Chapter.
- F. In the event that a member relocates, chapter dues will be not be transferred to the member's new chapter, but the member will be considered a member in good standing at the new chapter. If the dues of the new chapter are higher than that of the original chapter, the additional monies due to the new chapter must be negotiated on an individual basis between the member and the new chapter. Chapter dues are not transferable to other members. The member's IIBA anniversary date will not change.
- G. An individual applying to be a local chapter member must be an IIBA member in good standing. Membership will be effective from the first day of the month following the date the financial transaction is processed and paid in full.
- H. 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.
- I. 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.
- J. Members who fail to pay the required local chapter dues and are delinquent over 30 days will have their names removed from the official local chapter membership list of the Chapter. A delinquent member may be reinstated by making payment in full to IIBA of all unpaid dues for IIBA and the local Chapter.
- K. Upon termination of membership in the Chapter, the member shall forfeit any and all rights and privileges of membership to said chapter, including refund of any balance of annual dues.
- L. 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.

Article V – Meetings, Quorums and Procedures

Section 5.01 Meetings

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 5.02: Notice of Meetings

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 Board Secretary. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.

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 5.03 Chapter Calendar

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

Section 5.04 Meeting Chair

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.

Section 5.05 Quorums

A quorum shall consist of no less than one-half of the membership of the Board at any given time.

Article VI – IIBA NYC Board of Directors

Section 6.01: Overall Responsibilities

The IIBA NYC CHAPTER shall be governed by the Board of Directors (Board). The Board shall be responsible for carrying out the purposes and objectives of the IIBA NYC CHAPTER and IIBA®.

Board responsibilities include, but are not limited to:

- A. Overseeing the strategic direction of the IIBA NYC CHAPTER
- B. Ensuring effective organizational planning
- C. Determining, monitoring, and strengthening the organization's programs and services
- D. Enhancing the organization's public standing

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 Board Secretary. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.

Section 6.02 Composition

The Chapter shall be governed by a Board of Directors. There will be seven elected officers to serve in the following positions: President, Secretary, Treasurer, Vice President (VP) Sponsorship, Vice President (VP) of Professional Development, Vice President (VP) of Events Planning and Vice President (VP) of Membership, and VP of Marketing .

Section 6.03 Terms of Office and Tenure

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>
President	Secretary
Treasurer	Vice President (VP) of Membership
Vice President (VP) of Sponsorship	Vice President (VP) of Event Planning
Vice President (VP) of Professional Development	Vice President (VP) of Marketing

Section 6.02: Roles and Responsibilities

a) **President**

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.

EVALUATION

A Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.

REVIEW AND APPROVAL DATE

The President reviews the Board of Directors Job Descriptions annually. Recommended changes are presented to the Board for Approval.

b) **Past President**

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.

c) **Secretary**

The Secretary shall keep the records of all business meetings of the Chapter and meetings of the Board. The Secretary is also responsible for all official correspondence with the members and the IIBA, except for committee correspondence.

d) **Treasurer**

The Treasurer is responsible for the management of funds for duly authorized purposes of the Chapter. The Treasurer is responsible to the Board of Directors and will submit the books for audit each year.

e) Vice President of Professional Development

The Vice President of Professional Development will be responsible for promoting Business Analysis profession through the organization and delivery of educational publications, study groups, seminars, and informational updates, including changes to the BA Body of Knowledge to help Business Analysts in the Business Analysis profession. Chapters are prohibited from offering training developed by the chapter, but may host a training session offered by an IIBA Endorsed Education Provider.

f) Vice President of Membership

The Vice President of Membership 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. The Vice President of Membership is responsible for membership record management.

g) Vice President of Event Planning

The Vice President of Event Planning will be 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. In addition, the Vice President of Event Planning is responsible for the chapter calendar and logistics surrounding all chapter events.

h) Vice President of Marketing

The **Vice President of Marketing** is responsible for the promotion of the local CHAPTER and communications with the members.

i) Vice President of Sponsorship

The Vice President Sponsorship is responsible for obtaining and renewing sponsorship as well as maintaining relationships with sponsors.

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

Section 6.03 Powers

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.

Each board 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.

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 6.04 Vacancies and Resignations

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 6.05 Removal

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 6.06 Succession

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.

Article VII – Meetings of the Membership

Section 7.01 Special Meetings

If the membership is dissatisfied with actions taken by the board, a petition signed by 60 percent 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.

Article VIII – Nominations and Elections

Section 8.01 Nominations

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 or the Board.

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

Section 8.02 Elections

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.

Article IX – Committees

Section 9.01 Establishing Committees

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 9.02 Committee Members

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.

Article 10 – Finance

Section 10.01 Fiscal Year

The fiscal year of the chapter shall be from 1 January to 31 December.

Section 10.02 Dues Collection

Chapter membership fees are due upon becoming a member of the said chapter. Chapters will be responsible for managing anniversary dates and renewal of Chapter Membership Fees. Members will be responsible for renewing their own IIBA membership.

Section 10.03 Setting of Members Dues

Annual membership dues shall be set by the Board and communicated to IIBA in accordance with policies and procedures established by the IIBA Board of Directors.

Section 10.04 Policies and Procedures Governing Chapter Finances

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 10.05 Dues Collection

All dues billings, dues collections and dues disbursements shall be performed by the CHAPTER or IIBA.

Section 10.06 Financial Audit

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

Article XI – Ratification and Amendments

Section 11.01: Approval Procedures

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 11.02: Proposing Amendments

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 11.03: Consistency with IIBA

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

Article XII – Inurement and Conflict of Interest

Section 12.01 – No Profit from Activities

No member of the IIBA NYC CHAPTER shall receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the IIBA NYC CHAPTER, except as otherwise provided in these Bylaws.

Section 12.02 – Compensation

No officer, director, appointed committee member or authorized representative of the IIBA NYC CHAPTER shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by the IIBA NYC CHAPTER of actual and reasonable expenses incurred by an officer, director, committee member or authorized representative regarding attendance at Board meetings and other approved activities.

Section 12.03 – Conflict of Interest Due to Contractual Relationships

IIBA NYC CHAPTER may engage in contracts or transactions with members, elected officers or directors of the Board, appointed committee members or authorized representatives of IIBA NYC CHAPTER and any corporation, partnership, association or other organization in which one or more of IIBA NYC CHAPTER's directors, officers, appointed committee members or authorized representatives are: directors or officers, have a financial interest in, or are employed by the other organization, provided the following conditions are met:

- A. the facts regarding the relationship or interest as they relate to the contract or transaction are disclosed to the board of directors prior to commencement of any such contract or transaction;
- B. the board in good faith authorizes the contract or transaction by a majority vote of the directors who do not have an interest in the transaction or contract;
- C. The contract or transaction is fair to IIBA NYC CHAPTER and complies with the laws and

regulations of the applicable jurisdiction in which the IIBA NYC CHAPTER is incorporated or registered at the time the contract or transaction is authorized, approved or ratified by the board of directors.

Section 12.04 – Fiduciary Obligation

All officers, directors, appointed committee members and authorized representatives of the IIBA NYC CHAPTER shall act in an independent manner consistent with their obligations to the IIBA NYC CHAPTER and applicable law, regardless of any other affiliations, memberships, or positions.

Section 12.05 – Disclosure of Conflict of Interests

All officers, directors, appointed committee members and authorized representatives shall disclose any interest or affiliation they may have with any entity or individual with which the IIBA NYC CHAPTER has entered, or may enter, into contracts, agreements or any other business transaction, and shall refrain from voting on, or influencing the consideration of, such matters.

Article XIII – Indemnification

Section 13.01 – Indemnification

In the event that any person who is or was an officer, director, committee member, or authorized representative of the IIBA NYC CHAPTER, acting in good faith and in a manner reasonably believed to be in the best interests of the IIBA NYC CHAPTER, has been made party, or is threatened to be made a party, to any civil, criminal, administrative, or investigative action or proceeding (other than an action or proceeding by or in the right of the corporation), such representative may be indemnified against reasonable expenses and liabilities, including attorney fees, actually and reasonably incurred, judgments, fines and amounts paid in settlement in connection with such action or proceeding to the fullest extent permitted by the jurisdiction in which the organization is incorporated. Where the representative has been successful in defending the action, indemnification is mandatory. Such right of indemnification shall not be deemed exclusive of any other rights to which such person may be entitled.

Section 13.02 – Discretionary Indemnification

Unless ordered by a court, discretionary indemnification of any representative shall be approved and granted only when consistent with the requirements of applicable law, and upon a determination that indemnification of the representative is proper in the circumstances because the representative has met the applicable standard of conduct required by law and in these Bylaws.

Section 13.03 – Liability Insurance

To the extent permitted by applicable law, the IIBA NYC CHAPTER may purchase and maintain liability

insurance on behalf of any person who is or was a director, officer, employee, trustee, agent or authorized representative of the IIBA NYC CHAPTER, or is or was serving at the request of the IIBA NYC CHAPTER as a director, officer, employee, trustee, agent or representative of another corporation, domestic or foreign, non-profit or for-profit, partnership, joint venture, trust or other enterprise.

Article XIV Dissolution

Section 14.01 Dissolving the Chapter

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.

Section 14.02 Dispersal of Assets

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.

Appendix A – Board of Directors Position Descriptions

a) President

- a. Provide leadership and support to the Board of Directors of the CHAPTER
- b. Ensure the Board adheres to CHAPTER bylaws
- c. Manage and evaluate performance of the Board and its individual Directors;
- d. Ensure Board member succession, including appointments of replacement Board members to vacant positions;
- e. Manage appointments of Nominating Committee members for each election year
- f. Create the Board meeting and General Meeting schedules and agendas; preside over, or appoint the Secretary to preside over all Board meetings and General Meetings
- g. Liaise with IIBA
- h. Collaborate with other chapters through IIBA regional calls and direct contact with other chapter leaders
- i. Prepare a report for Annual General Meeting

b) Past President

- a. Support current president
- b. Help with Board training
- c. Provide historical context of Board activities

c) Secretary

- a. Keep the records of all business meetings of the Chapter and meetings of the Board
- b. Schedule and arrange in-person and virtual Board meetings; notify Board members of meetings
- c. Take and distribute meeting minutes (including motions and decisions as well as action items) of all Board meetings
- d. Chair Board meetings in absence of the President
- e. Send out official CHAPTER correspondence to members

d) Treasurer

- a. Manage the budget and accounting of the funds of the CHAPTER
- b. Receive and deposit all monies due to the CHAPTER
- c. Disburse monies as directed by the board
- d. File necessary financial reports, tax reports and audits
- e. Keep financial records on file
- f. Collaborate with other Board members on budget for each position's activities
- g. Give regular updates to the Board on financial state of the CHAPTER

e) Vice President of Sponsorship

- a. Develop and maintain CHAPTER sponsorship plan
- b. Obtain sponsorship
- c. Collaborate with fellow Board members to acknowledge sponsors through chapter website, social media and events.
- d. Maintain relationships with sponsors

f) Vice President of Professional Development

- a. Organize CHAPTER study group
- b. Support study groups
- c. Maintain study group records
- d. Register chapter events for PDUs and/or CDUs
- e. Develop opportunities for skills advancement of chapter members

g) Vice President of Membership

- a. Maintain a list of members
- b. Liaise with current and prospective members
- c. Conduct CHAPTER dues renewal
- d. Conduct attendee check-in and membership verification at events
- e. Provide monthly, periodic and annual membership reporting
- f. Maintain chapter's Contacts list
- g. Maintain mail and email lists of members and contacts and support other board members who may need specific lists
- h. Develop opportunities for CHAPTER membership growth, i.e. working with employers to

bring awareness of IIBA and CHAPTER.

h) Vice President of Event Planning

- a. Seek input from board and members on desired speakers and topics
- b. Plan CHAPTER programming
- c. Coordinate speakers for CHAPTER events
- d. Plan logistics of the events
- e. Manage events using EventBrite
- f. Create and send out invitations
- g. Submit attendee list to building security
- h. Create and lead a committee of event volunteers
- i. Conduct post-event surveys

i) Vice President of Marketing

- a. Promote CHAPTER events and activities
- b. Establish and maintain CHAPTER social media platforms, i.e. Facebook, Twitter, LinkedIn.
- c. Update CHAPTER website
- d. Monitor and respond to website and social media inquiries from members and prospective members.
- e. Coordinate communications to the members and contacts.
- f. Create and distribute a monthly newsletter.

General responsibilities of Board Members

- a. Collaborate with Treasurer on budget for the activities related to the position.
- b. Engage members through volunteer opportunities, create committees as appropriate.
- c. Participate in board meetings and CHAPTER events
- d. Collaborate and support fellow Board members
- e. Maintain and retain permanent records and processes associated with the position.
- f. Transition to the position successor.

Review

The President reviews the Board of Directors Position Descriptions annually. Recommended changes are presented to the Board for approval.