



*International Institute of
Business Analysis*

Chicagoland Chapter

Bylaws

Approved: March 2013

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Bylaw 1 – Name & Territory

Section 1. This organization shall be called the International Institute of Business Analysis, Chicagoland 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 Chicago, IL.

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 lawfully adopted.

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 current IIBA’s Bylaws and all policies, procedures, rules or directives established or authorized by the IIBA Board of Directors as well as 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 sustain a level of financial security, sustainability and autonomy at the chapter level.



- Create corporate support for the IIBA within the local market by superior 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 – Composition

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.

Bylaw 4 – Membership

Section 1. Membership in this organization is voluntary and shall be open to any eligible person interested in furthering the purposes of the organization. Membership shall be open to all eligible 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 both IIBA and Chapter dues, as verified by the Vice President of 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 and Chapter membership dues to IIBA and in the event that a member resigns, membership dues shall not be refunded by IIBA or the Chapter.

Section 6: 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.



Section 7: 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.

Section 8: 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 9: 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 10: 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.

Section 11: 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.

Section 12: 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 5 – Chapter Calendar

Section 1: 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 2: 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 3: Changes or modifications to the Chapter Calendar must be submitted to the President to be discussed at the next Executive Meeting.

Section 4: The President of the Chapter shall chair all meetings except committee meetings. Voting shall occur by a show of hands, by written ballot, or by a polling of members. Proxy votes shall not be accepted. Decisions and acceptance are based on majority votes.

Bylaw 6 – Officers and Directors

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

- President
- Vice President (VP) Communications
- Vice President (VP) Finance
- Vice President (VP) Marketing & Relationships
- Vice President (VP) Education
- Vice President (VP) Membership
- Vice President (VP) Programs

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

Upon election these Officers shall immediately become members of the Board of Directors and shall serve as "understudies" of the Officers they are to succeed. The understudies shall not have voting rights until the beginning of their respective terms. Officers shall be eligible to serve multiple terms.

The elected Officers of the Board may appoint Ex-officio Officers to the Board. An Ex-officio Officer of the Board shall serve as a Director of a committee for a period of 2 years. Ex-officio Officers shall not have voting rights.

Officers shall be elected at the Annual General Meeting each year and shall serve from April 1st to March 31st of the following year. The following chart illustrates the election rotation process:

<i>Even Years</i>	<i>Odd Years</i>
President	Vice President (VP) Communications
Vice President (VP) Finance	Vice President (VP) Education
Vice President (VP) Marketing & Relationships	Vice President (VP) Membership
	Vice President (VP) Programs

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 Communications is responsible for the timely dissemination of information both to and from the Chapter membership, using appropriate means to accomplish the objective. The Vice President Communications shall keep the records of all business meetings of the Chapter and meetings of the Board. The Vice President Communications shall also be responsible for all official correspondence with the members and the IIBA, except for committee correspondence.



Section 4: The Vice President-Finance shall be responsible for the management of funds for duly authorized purposes of the Chapter. The Treasurer shall be responsible to the Board of Directors and shall submit the books for an accounting review every other year.

Section 5: The Vice President Marketing & Relationships shall be responsible for the promotion of the local Chapter and IIBA to internal and external publications. In addition, The Vice President Marketing & Relationships shall be responsible for establishing ongoing relationships with other local organizations to promote the local chapter

Section 6: The Vice President Education shall be responsible for promoting business analysis professionalism through the organization and delivery of educational publications, 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 Education Endorsed Provider.

Section 7: The Vice President Programs shall be responsible for the development and delivery of programs relating to business analysis for each scheduled Chapter meeting. The content of these programs shall be consistent with the objectives of the Chapter and have received approval of the Chapter Board.

Section 8: The Vice President Membership shall be 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.

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

Bylaw 7 – 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 and ex-officio Officers appointed by the elected Board members. 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 Board Vice President Communications. 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 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.

Bylaw 8 – Nominations and Elections

Section 1. The Board shall appoint an individual who is an active member of the Chapter to serve as Director of Elections. The Director will serve as chair of the Nominating Committee and may appoint members to the Committee.

Section 2. The Nominating Committee shall nominate at least one person for each open Board position based on eligibility. Chapter members in good standing may petition to be placed on the ballot.

Section 3. Elections shall be conducted during the annual meeting of the membership, or by paper or electronic ballot to all voting members. 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. The candidate who receives a majority of votes cast for each office shall be elected.

Section 4: No current member of the Nominating Committee shall be included in the slate of nominees prepared by the Committee.

Bylaw 9 – 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 shall be responsible to the Board.

Section 2: The President, with the approval of the Board, shall appoint a chairperson for each committee. A Committee chairperson may appoint Committee members from the membership of the organization.

Bylaw 10 – Finance

Section 1: The fiscal year of the chapter shall be from 1 January to 31 December. Chapter membership fees are due upon becoming a member of the Chapter. Members shall be responsible for renewing their own IIBA membership

Section 2: 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 3: 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 4: All dues billings, dues collections and dues disbursements shall be performed by the IIBA.

Section 5: An accounting review of records and accounting practices shall be performed every two (2) years by an independent third party.

Bylaw 11 – 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 majority vote of the voting membership in good standing voting by mail or by electronic ballot returned within thirty (30) 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

Bylaw 12: 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 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:

1. Approve, where appropriate, policy and other recommendations received from the Board or its standing committees
2. Monitor all Board policies
3. Review the bylaws and policy manual, and recommend bylaw changes to the membership
4. Review the Board's structure, approve changes and prepare necessary bylaw amendments
5. Participate in the development of the Chapter's organizational plans and annual review
6. Approve the Chapter's budget
7. Support and participate in evaluating Director performance
8. Assist in developing and maintaining positive relations among the Board, committees and the community to enhance the Chapter's mission

Evaluation

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

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: _____

Review Date: _____



Chicagoland Specific Job Descriptions

The following job descriptions will be signed by the elected officer the day of the election by the membership. The elected Board of Directors for the Chicagoland chapter consists of the following positions:

- President
- Vice President (VP) Communications
- Vice President (VP) Finance
- Vice President (VP) Marketing & Relationships
- Vice President (VP) Education
- Vice President (VP) Membership
- Vice President (VP) Programs

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

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

Evaluation

The **President’s** performance is evaluated annually based on the performance of assigned Board requirements and duties.

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: _____

Review Date: _____

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.

Requirements:

Requirements of the **Past 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 **Past President** serves for a two-year term after the end of the President term.

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 must:

- 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



Evaluation

The **Past President's** performance is evaluated annually based on the performance of assigned Board requirements and duties.

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: _____

Review Date: _____

Position: Vice President (VP) Communications

Authority and Responsibility

The **VP Communications** 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 Communications** 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 Communications** 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

- 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 Vice President Communications

Evaluation

The **VP Communications'** performance is evaluated annually based on the performance of assigned Board requirements and duties.

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: _____

Review Date: _____

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 including the collection of all Chapter dues from IIBA, 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.
- Apply for IRS Employee Identification Number (EIN) and submit all required IRS tax related filings on a local, state, and federal level.
- 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.
- File necessary financial reports, tax reports, and audits.
- Orient the new **Vice President Finance**

Evaluation

The **Vice President Finance's** performance is evaluated annually based on the performance of assigned Board requirements and duties.

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: _____

Review Date: _____

Position: Vice President (VP) Education

Authority and Responsibility

The **VP Education** is responsible for promoting the business analysis profession through the development of educational publications, seminars, and workshops designed to enhance and expand the skills and knowledge of business analysts.

Requirements:

Requirements of the **VP Education** 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 Education** is elected by the membership at the Annual General Meeting and serves for a two-year term.

General Duties

The **VP Education** 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 Education must:

- Provide the membership with professional workshops and seminars designed to improve their development in the field of business analysis.
- Partner with the IIBA in the creation and maintenance of the Business Analyst Book of Knowledge and professional certification standards.
- Manage the creation and delivery of a professional certification preparation workshop.



- Coordinate and maintain certification preparation workshop modules to insure they reflect the types of changes being made to the IIBA certification exam.
- Establish and maintain a Chapter library of business analysis reading material and professional publications.
- Partner with local educational institutions to enlist their support of Business Analysis professionalism.
- 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.

Evaluation

The **VP Education** performance is evaluated annually based on the performance of assigned Board requirements and duties.

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: _____

Review Date: _____

Position: Vice President (VP) Marketing & Relationships

Authority and Responsibility

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

General Duties

The **VP Marketing & Relationships** 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 & Relationships 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 Communication;
- 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 Communication;
- 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.

Evaluation

The **VP Marketing & Relationships** performance is evaluated annually based on the performance of assigned Board requirements and duties.

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: _____

Review Date: _____

Position: Vice President (VP) Programs

Authority and Responsibility

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

General Duties

The **VP Programs** 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 Programs 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 Director of Programs.
- 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 President of Communications 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.

Evaluation

The **VP Programs** performance is evaluated annually based on the performance of assigned Board requirements and duties.

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: _____

Review Date: _____

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 and collecting chapter event fees.

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.

Evaluation

The **VP Membership** performance is evaluated annually based on the performance of assigned Board requirements and duties.

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: _____

Review Date: _____



Key Chicagoland Committee Role Descriptions

The Chicagoland chapter will have several key committee chairperson roles which will participate in board meetings. As non-voting members of the Board, these Director roles will act in positions of trust for the organization and will, along with the chapter officers, be responsible for the effective governance of the organization.

These key committee roles include:

- Director of Website & Technology
- Director of Elections

These key committee roles will be standing roles for the Chicagoland chapter. Other committee roles may be defined as needed for specific needs of the chapter (such as an Elections Committee chairperson).

Director of Website and Technology

Purpose:

- The Director of Website and Technology will formulate the strategic direction of the Chapter website with the Board, and ensure that the content is current and aligned with the strategic direction of the Chapter. This position is responsible for the coordination of updates to the Chapter's website, and prioritizes new projects and on-going requests with the Board.

Roles:

- Support the Vice President Marketing and Relationship for the chapter
- Partner with Board members to determine short term and long term needs that will support the strategic goals of the Chapter.
- Coordinate periodic updates to the Chapter website(s)
- Responds / routes inquiries about IIBA or events from various individuals who visit the site.
- Updates website documentation binder on a regular basis.
- Prepare monthly status reports for presentation at Chapter Board meetings.
- Maintain and deliver all permanent records to the position successor as required.

Director of Elections

Purpose:

- The Director of Elections will be a recurring position that is responsible for running the annual Board elections.

Roles:

- Establish the roles that are up for each are up for each annual election period.
- Publishing roles and candidates for each role to the general chapter membership.
- Establishing the voting time period.
- Collecting and authenticating membership votes.
- Publishing the results of the election.
- Announcing election results at a chapter meeting.