IIBA Nova Scotia Chapter – Board of Director Positions

The IIBA Nova Scotia Chapter fills Board of Director Positions through a nomination and election process. By the Chapter Bylaws, minimum requirements for the Board requires at least four.

Board positions are volunteer only. Termire of office is two years for each Director, with terms commencing in alternate years. Vacant positions will be filled to the end of the current term.

The following chart illustrates the election rotation process:

Odd Years	***Even Years***
President	Director of Sponsorship
Director of Operations	Director of Professional Development
Director of Communications and Marketing	Director of Online Content & Engagement
Director of Events Planning	Director of Finance

Responsibilities

All individuals elected to the Board shall act in a position of trust for the IIBA Nova Scotia Chapter and are responsible for the effective governance of the organization. Activities may be delegated to volunteers and committees; however, Directors are accountable.

Detailed responsibilities for each position are described on the following pages:

- All Director Positions 2
- President 2
- Director of Operations 3
- Director of Communications & Marketing 3
- Director of Events Planning 4
- Director of Sponsorship 4
- Director of Professional Development 5
- Director of Online Content & Engagement 5
- Director of Finance 5

Last Review Date: June 2024

All Director Positions

Each Director is expected to achieve the following general responsibilities:

- Commit to the work of the IIBA and promote the local IIBA Nova Scotia Chapter;
- Attend bi-weekly Board meetings and Annual General Meetings;
- Prepare for discussion of issues and items on the agenda and to vote on motions;
- Support and participate in special events and volunteer committees;
- Assume specific responsibilities and accountabilities for their respective portfolio;
- Maintain process documents related to portfolio;
- Transition processes and tools to incoming Directors;
- Execute assigned strategic Chapter initiatives as determined by the Board;
- Provide quarterly updates on current and planned activities; and
- Train on designated backup role, and act as resource when needed (see Emergency Succession Plan).

Key core competencies for Board members include:

- Team Player - Ethical, Trustworthy, Personally Accountable, Adaptable;
- Organization and Time Management skills - Self-motivated with the ability to work independently;
- Ability to effectively delegate and coordinate volunteer activities;
- Communication Skills - Verbal, Non-Verbal, Writing and Listening;
- Interaction Skills - Facilitation, Leadership and Influencing, Teamwork, Negotiation and Conflict Resolution;
- Adept in Office Productivity Tools - Word, Excel, PowerPoint; and
- Good Problem Solving and Analytical abilities.

President

The President is responsible for leadership of the Board and with the other Directors will set the direction for the Chapter. The President is responsible for interactions with the regional and international IIBA partners.

The President is accountable, but not limited, for the following activities, however responsibility for completion of these activities may be delegated to others where appropriate:

- Lead the definition of the Board and the Director Portfolios;
- Exercise supervision/accountability over the Board Members;
- Provide direction on Board nominations and elections;
- Chair the Board Meetings;
- Enforce Bylaws, orders and resolutions of the Board;
- Comply with Chapter reporting for the IIBA;
- Stay apprised of regional and international IIBA activities;
- Report to the general membership on behalf of the Board at each annual meeting; and
- Serve as ex-officio with the right to vote on all committees.

Director of Operations

The Director of Operations is responsible for the effective management of the chapter's daily operations, ensuring alignment with the strategic goals set by the Board.

The Director of Operations is accountable, but not limited, for the following activities, however, responsibility for completion of these activities may be delegated to others where appropriate:

- Document and coordinate board and general meetings;
- Manage internal board templates;
- Maintain and update Director onboarding documents;
- Maintain annual board activity calendar;
- Maintain chapter bylaw document;
- Maintain chapter account passwords and resets;
- Implement Board decisions and policies;
- Oversee daily chapter operations and ensure efficiency;
- Monitor and report on operational performance;
- Support member services and stakeholder communication;
- Identify and implement operational improvements; and
- Send "Thank You" letters to speakers at events.

Director of Communications & Marketing

The Director of Communication & Marketing is responsible for the communication of chapter events as well as promotion of the Chapter in general.

The Director is accountable, but not limited, for the following activities, however responsibility for completion of these activities may be delegated to others where appropriate:

- Develop and execute a marketing strategy for the Chapter;
- Define sponsorship packages in collaboration with the Director of Sponsorship;
- Provide oversight and review of all external communications prepared by each Director or volunteer committee;
- Lead the development and distribution of Chapter newsletters and social media;
- Maintain membership mailing lists;
- Manage the setup and communications for event registrations;
- Liaise with international IIBA technology team for website support; and
- Maintain the chapter website.

Director of Events Planning

The Director of Events Planning is responsible for organizing, coordinating and hosting Chapter events.

The Director of Events is accountable, but not limited, for the following activities, however responsibility for completion of these activities may be delegated to others where appropriate:

- Develop and execute an annual event plan;
- Liaise with venues for events and general meetings;
- Manage the setup and communications for event registrations in collaboration with the Director of Communications & Marketing;
- Develop and maintain networking opportunities and activities for the Chapter;
- Track annual event demographics for analysis by the Board;
- Track event attendance for CDUs;
- Direct the activities of the Event Coordinator, and other ad hoc Event Volunteers;
- Responsible for all aspects of planning and implementation of various IIBA events including, Online and Offline events; and
- Plan collaboratively with other IIBA board members to create an annual calendar of events that maximizes potential impact.

Director of Sponsorship

The Director of Sponsorship focuses on acquisition and retention of Chapter sponsors. The position is responsible for development and marketing of sponsorship programs, as well as proactive solicitation of sponsorship support in various forms. This position fulfills any other requirements of a Director, and performs other duties as the need arises.

The Director of Sponsorship is accountable, but not limited, for the following activities, however responsibility for completion of these activities may be delegated to others where appropriate:

- Develop and maintain sponsorship program structure, levels and benefits;
- Educate prospective sponsors on the benefits of involvement with the Chapter;
- Establish and maintain a list of prospective sponsors, associated activities and outcomes;
- Proactively solicit sponsorship from employers and organizations throughout the community in various forms, such as: Financial, Facilities, Food and refreshments, Supplies and Services;
- Maintain and develop relationships with existing sponsors to encourage and promote renewals;
- Secure agreements and contracts, and facilitate the sponsor signup and renewal processes;
- Act as liaison with current and prospective sponsors;
- Ensure Sponsors logos are represented at every opportunity and presentation;
- Ensure Sponsors are informed of all publications and feedback;
- Promote sponsorship opportunities;
- Produce letters of sponsorship agreement and send to all sponsors of all events; and
- Liaise with higher institutions and training institutions on opportunities to partner.

Director of Professional Development

The Director of Professional Development is responsible for professional development opportunities for the Chapter.

The Director is accountable for the following activities, however responsibility for completion of these activities may be delegated to others where appropriate:

- Develop and execute an annual education plan;
- Assess local educational needs;
- Provide career guidance to Business Analysts;
- Arrange and coordinate with speakers for monthly events;
- Arrange and coordinate with facilitators for educational workshops;
- Liaise with educational providers, ensuring alignment with BABOK;
- Stay apprised of BABOK and offer support to chapter members;
- Stay apprised of IIBA certification levels and offer support to chapter members;
- Provide and manage study groups and materials for certification; and
- Provide up to date information to members on courses, certifications, exams and new offerings.

Director of Online Content & Engagement

The Director of Online Content and Engagement is responsible for managing the chapter's online presence and fostering engagement through digital platforms.

The Director of Online Content and Engagement is accountable for the following activities, however, responsibility for completion of these activities may be delegated to others where appropriate:

- Develop and manage the chapter's online content strategy;
- Oversee the creation and curation of digital content for social media, and other online platforms;
- Ensure content aligns with the chapter's strategic goals and messaging;
- Monitor and analyze online engagement metrics;
- Implement strategies to increase member and stakeholder engagement online;
- Manage the chapter's social media accounts, including posting updates and responding to inquiries;
- Collaborate with other Directors to promote chapter events and activities online;
- Coordinate email communications and newsletters to members; and
- Identify and implement opportunities for improving online engagement and content delivery.

Director of Finance

The Director of Finance is responsible for maintaining the financial affairs of the Chapter.

The Director of Finance is accountable for the following activities, however responsibility for completion of these activities may be delegated to others where appropriate:

- Manage the annual Chapter budget;
- Provide recommendations/advice on budgets and expenditures for Director portfolios;
- Manage accounts payable, receivable and bank reconciliation;
- Maintain current financial statements and provide those to the Board every month for transparency;
- Complete mid-year financial reporting and coordinate with the Board for semi-annual review;
- Complete year-end financial reporting and coordinate with accountant for annual review and audit;
- Prepare and file all necessary financial statements with the appropriate governing bodies, e.g. IIBA, Access Nova Scotia; and
- Direct the activities of the Finance Advisor and Bookkeeper.

To serve as the Finance Director of the Chapter, the elected individual must possess a verifiable background in finance/accounting as well as understand the principles of how to manage financial records and produce accurate financial statements.