

**BYLAWS OF THE IIBA<sup>®</sup>  
NEW JERSEY CHAPTER**

Ratified October 16, 2014

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## **BYLAW 1 – NAME & TERRITORY**

### **Section 1**

This organization shall be called the IIBA<sup>®</sup> New Jersey Chapter (hereinafter “the CHAPTER”). This organization is a chapter chartered by the International Institute of Business Analysis, (hereinafter “IIBA<sup>®</sup>”) and separately organized. This document is the general bylaws of the IIBA<sup>®</sup> New Jersey CHAPTER, which regulates the operation of this organization.

### **Section 2**

The principal office of the CHAPTER shall be located the State of New Jersey.

### **Section 3**

The CHAPTER is responsible to the duly elected IIBA<sup>®</sup> Board of Directors and is subject to all IIBA<sup>®</sup> 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<sup>®</sup> Bylaws and all policies, procedures, rules or directives established or authorized by the IIBA<sup>®</sup> Board of Directors, as well as with the CHAPTER’s Charter with the IIBA<sup>®</sup>.

### **Section 6**

The terms of the Charter executed between the CHAPTER and IIBA<sup>®</sup>, 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.

### **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 Business Analysis 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 New Jersey Chapter membership.

## **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, gender, sexual orientation, 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. Membership that has been accepted by the Membership Committee on the day of an official meeting will afford the member voting privileges at the same meeting.

### **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 Treasurer.

#### **Section 4**

Members shall be governed by and abide by the IIBA<sup>®</sup> 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<sup>®</sup> and CHAPTER membership dues to the IIBA<sup>®</sup> and the CHAPTER respectively. In the event that a member resigns, the IIBA<sup>®</sup> or the CHAPTER will not refund membership dues.

#### **Section 6**

In the event that a member relocates, chapter dues will be transferred to the member's new chapter. CHAPTER dues will not be refunded to the member.

#### **Section 7**

If the membership period is based upon a calendar year, membership is effective from January 1 through December 31. Members joining in October through December will have their membership valid through December 31 of the following year. If the membership period is based upon a revolving year, membership will be active upon receipt of payment and valid for one year from the last day of the month closest to the payment date.

#### **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 thirty (30) days will have their names removed from the official local chapter membership list of the CHAPTER. Making payment in full to the IIBA<sup>®</sup> of all unpaid dues for the IIBA<sup>®</sup> and the local CHAPTER may reinstate a delinquent member.

#### **Section 11**

Upon termination of membership in the CHAPTER, the member shall forfeit any and all rights and privileges of membership to said chapter.

## Section 12

The membership database and listing 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. As part of a sponsorship, a sponsor may ask the CHAPTER to email the membership articles or notice of events of interest. The CHAPTER retains the right to review and approve or reject such requests.

## BYLAW 5 - CHAPTER CALENDAR

### Section 1

The CHAPTER year will follow the standard calendar year, January through December.

### Section 2

The CHAPTER will adhere to the following minimum schedule of events.

EVENT	TIMEFRAME
Meetings (Membership)	Quarterly
Annual General Meeting (AGM)	October
Chapter Executive Meeting	Quarterly – month prior to membership meetings or as needed
Committee Meetings	Monthly / As Needed

### Section 3

Notice of meetings

Meeting	Called By	Notice Period	Minimum Attendance	Form of Notice
Annual General Meeting	President	60 days	10% of Membership	Email
Membership	VP Events	30 days	10% of Membership	Email
Executive Meeting	President	30 days	50% of Board	Email
Committee Meeting	Committee Chair	As Required	As Required	Email

### Section 4

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

## Section 5

The President of the CHAPTER will chair the Annual General Meeting, the Membership Meetings, and the Executive Meetings. Voting at these meetings will be conducted by one of the following methods: paper balloting, show of hands, or polling of members. Proxy votes will not be accepted. Decisions and acceptance are based on a majority of votes of those members present at the time of the vote.

## BYLAW 6 – OFFICERS AND DIRECTORS

### Section 1

Following the Inaugural Term, the CHAPTER Board of Directors shall consist of the following elected officers plus the Past President pursuant to all other provisions of the Bylaws as amended:

- o President
- o Secretary
- o Treasurer
- o Vice President – Marketing
- o Vice President – Professional Development
- o Vice President – Event Planning
- o Vice President – Membership
- o Vice President - Technology
- o Past President

All officers shall be members in good standing of the IIBA® and of the CHAPTER. Future officers will be elected by majority vote of CHAPTER members in attendance at the Annual General Meeting and will serve two-year terms of office from January 1<sup>st</sup> to December 31<sup>st</sup> of the next election year for their respective positions.

OFFICER	END DATE OF INAUGURAL TERM
President	December 31
Secretary	December 31
Treasurer	December 31
Vice President Marketing	December 31
Vice President Professional Development	December 31
Vice President Event Planning	December 31
Vice President Membership	December 31
Vice President Technology	December 31

The election of officers will be staggered so that approximately half of the officers are elected each year. This will provide continuity on the Board. Offices open for



election are based upon the year in which the election occurs. For example, if the election occurs in October 2009, then the Odd Year column is open for election. The following chart illustrates the election rotation process:

<b>ODD YEARS</b>	<b>EVEN YEARS</b>
President	Secretary
Treasurer	Vice President Professional Development
Vice President of Event Planning	Vice President Membership
Vice President Technology	Vice President Marketing

The needs of the CHAPTER membership may change, and the Board of Directors has the right to reorganize the duties of the VP positions on the Board so that the Board can best serve the CHAPTER. This reorganization of duties may result in the recommendation of adding roles, combining roles or removing roles from the Board of Directors. As a result, these recommendations will be put forward at the AGM for approval by the membership. If approved, the President will send the terms of reference to all CHAPTER members. (see Bylaw 11 – Ratification and Amendments.)

If the membership approves the proposed changes, the following actions will be taken:

Adding roles – Upon ratification, an election must be held at the next scheduled AGM (which may be immediately after the ratification) for these positions, and 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 will be eligible to serve multiple terms, however no Officer may serve more than six consecutive years in the same post.

Combining/removing roles – Upon ratification, these changes will take place effective on the 1<sup>st</sup> day of the new calendar year.

## **Section 2**

The following is a brief description of the roles and responsibilities of each board position. A complete description is found in Appendix A.

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 with the counsel of the other Board members shall be responsible for identifying key challenges faced by the CHAPTER and develop strategic initiatives for addressing these challenges. The **President** shall also serve as a member ex-officio with the right to vote on all committees.

### **Section 3**

The **Secretary** shall keep the records of all business meetings of the CHAPTER and meetings of the Board and manage all communication received by the CHAPTER. The **Secretary** shall fill in for the President and preside over Board meetings as required.

### **Section 4**

The **Vice President of Marketing** is responsible for the promotion of the local CHAPTER and IIBA<sup>®</sup> as well as coordinating communications to the CHAPTER membership and the New Jersey Business Analysis community through the CHAPTER website email function and/or social media channels. The **Vice President of Marketing** is also responsible for obtaining and maintaining sponsorships, marketing materials (e.g. banners, flyers), and advertising.

### **Section 5**

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

### **Section 6**

The **Vice President of Professional Development** will be responsible for the CHAPTER's professional development programs designed to increase the competence of the business analysis community. In addition, the **Vice President of Professional Development** will be responsible for being the central repository of information regarding certification and the coordination of study groups for the certification examination.

### **Section 7**

The **Treasurer** will oversee the management of funds for duly authorized purposes of the CHAPTER.

### **Section 8**

The **Vice President of Membership** will be responsible for the development and maintenance of a CHAPTER membership plan that assures continued growth through recruiting and partnering with major community employers.

### **Section 9**

The **Vice President of Technology** shall be responsible for providing a single point of contact between the CHAPTER and the IIBA for technology solutions.

## **Section 10**

The **Past President** shall assist the President in liaison with the IIBA<sup>®</sup> if and when required. Only the most recent **Past President** shall be a Board member.

## **BYLAW 7 – BOARD OF DIRECTORS**

### **Section 1**

The Board of Directors shall govern the CHAPTER. 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. All Officers shall be members in good standing of IIBA<sup>®</sup> and of the CHAPTER.

### **Section 3**

The Board shall exercise all powers of the CHAPTER, except as specifically prohibited by these Bylaws, the IIBA<sup>®</sup> 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<sup>®</sup> 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 Secretary. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each member of the quorum shall be entitled to one (1) vote. At its discretion, the Board may conduct its business by teleconference, web meeting, email, 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<sup>®</sup> or of the CHAPTER by reason of nonpayment of dues, or where the officer fails to

- a) respond to the emails of other Board members within 72 hours.
- b) give previous notice to other Board members that s/he will be unavailable to respond to emails in a timely manner unless there are extenuating circumstances.
- c) attend two (2) consecutive Board meetings.

## **Section 6**

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 7**

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 8**

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. In the event the President is unable or unwilling to complete the current term of office, the remaining Board members will appoint an Interim President. This appointment shall be in effect for the remainder of that term.

## **Section 9**

If and when the Board can convene a quorum, the Board has the power to:

- Propose amendments to the Bylaws
- Amend objectives
- Commit the local chapter to contractual arrangements
- Terminate any individual member for violation of a bylaw or an IIBA<sup>®</sup> bylaw

## **Section 10**

If the membership is dissatisfied with the actions taken by the Board, a petition signed by sixty (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**

A Nominating Committee is formed at least 30 days prior to the AGM. It is the duty of the Nominating Committee to communicate the policies and procedures for accepting and validating nominations. The procedures will be published on the CHAPTER website at least 21 days prior to the AGM. The Nominating Committee shall accept nominations for each Board position and shall determine the eligibility and willingness of each nominee to stand for election. Elections shall be conducted during the Annual General Meeting of the membership. 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.

### **Section 2**

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

### **Section 3**

An individual may be nominated for more than one Board position, but can only be elected to one Board position. When an individual is eligible and willing to stand for election for more than one Board position, separate rounds of voting will take place in an order determined by the Election Committee. Votes will be counted, and the winner announced, between each round of voting. Once an individual is elected to one Board position they will no longer be a candidate for other Board positions.

## **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 are responsible to the Board.

### **Section 2**

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.

See Appendix A for general duties of the committee chairperson.

## **BYLAW 10 – FINANCE**

### **Section 1**

The fiscal year of the CHAPTER shall be from January 1st through December 31st.

### **Section 2**

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

### **Section 3**

The Treasurer shall establish policies and procedures to govern the management of CHAPTER finances, subject to approval of the Board, 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 CHAPTER.

### **Section 5**

Audit of records and accounting practice will 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 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 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. The Board shall present all such proposed amendments, with or without recommendation.

### **Section 3**

All amendments must be consistent with the IIBA<sup>®</sup>'s Bylaws and the policies, procedures, rules and directives established by the IIBA<sup>®</sup> Board of Directors, as well as with the CHAPTER's Charter with the IIBA<sup>®</sup>.

## **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.

## APPENDIX A - BOARD OF DIRECTORS POSITION DESCRIPTIONS

### AUTHORITY AND RESPONSIBILITY

The Board of Directors is the legal authority for the IIBA® New Jersey 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, or 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. Maintain one's current membership in the IIBA and IIBA New Jersey Chapter

### 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. See more on general duties of Board members below.

#### Duties of the President

- Provide leadership to the Board of Directors of the New Jersey Chapter.
- Ensure the Board adheres to its bylaws and the IIBA® constitution.
- Prepare the Board's agenda with input from the Board Members.
- Chair Board meetings.
- Encourage Board Members to participate in meetings and activities.
- Keep the Board's activities focused on the organization's mission.
- Evaluate the effectiveness of the Board's decision-making process.
- Appoint committee chairpersons.
- Orient Board Members and committee chairpersons to the Board.
- Serve as *ex officio* member of committees and attend their meetings as required.
- Ensure there is a process to evaluate the effectiveness of Board Members using measurable criteria.
- Recognize 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.
- Ensure programs and services are implemented.
- Ensure that the Board governs as well as manages programs and services.
- Identify initiatives to promote growth and value to CHAPTER members through innovation.
- Develop volunteer support and foster leadership training for CHAPTER board members and volunteers.
- Be an authorized signer on the CHAPTER bank account along with the Treasurer.

### **Duties of the Secretary**

- 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 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.
- Orient the new Secretary.
- Serve as the backup to the Treasurer.

### **Duties of the Treasurer**

- Serve on the Board.
- Give regular reports to the Board on the financial state of the organization.
- Keep financial reports on file.
- Be an authorized signer on the CHAPTER bank account along with the President. Orient the new Treasurer.
- Act as signing officer with the President for financial documents.
- Manage the day-to-day financial affairs of the Board.
- Manage the accounting of the funds of the organization, its budget and



- expenditures.
- Keep full and accurate accounts of all organizational receipts and disbursements.
- Receive and bank all monies due to the organization.
- Disburse all monies as directed by the Board.
- File necessary financial reports, tax reports and audits.
- Ensure compliance with local and corporate fiduciary responsibilities.
- Server as backup to the Secretary

### **Duties of the Vice President of Marketing**

- Orient the new Vice President of Marketing
- Coordinate communications to and from the CHAPTER membership and the New Jersey Business Analysis community, through IIBA NJ Chapter social media channels
- Promote local CHAPTER and IIBA® information
- Obtain and maintain sponsorship for the CHAPTER, manage our relationship with sponsors and ensure that the CHAPTER upholds our commitments to our sponsors,.
- Maintain marketing material and coordinate advertising for the CHAPTER

### **Duties of the Vice President of Professional Development**

- Orient the new Vice President of Professional Development
- Promote business analysis skills and knowledge within the CHAPTER
- Initiate and support CBAP® / CCBA study groups
- Work with VP of Event Planning to develop opportunities for Continuing Development Units (CDUs) for recertification of CBAP®s and CCBA®s , and Professional Development (PD) hours for the certification application for CBAP and CCBA candidates.

### **Duties of the Vice President of Event Planning**

- Orient the new Vice President of Event Planning
- Responsible for meeting site planning and setup
- Obtain and coordinate speakers for CHAPTER meetings
- Work with VP of Professional Development on the development and delivery of special Educational events for membership such as Professional Days,
- Conferences, etc. as the board agrees upon

### **Duties of the Vice President of Membership**

- Orient the new Vice President of Membership
- Maintenance of the membership database
- Development of membership forms
- Responsible for membership renewal
- Maintain email / contact lists for communication to membership
- Development of email / contact list for interested persons who are not

## CHAPTER members

### **Duties of the Vice President of Technology**

- Provide a single point of contact between the chapter and the IIBA for technology solutions.
- Provide technical support for other director roles which would include researching and evaluating solutions as well as integrating technology across functions.
- Support chapter technology solutions which would include resolving technical issues and training current and new board members in the use of the chapter technology.
- Collaborate with the President and other Board members to ensure that the chapter's technological solutions are in line with both current and future chapter needs.
- Provide audio-visual support at onsite and satellite locations during chapter events.
- Provide support for virtual events and serve as single point of contact for scheduling these events on the webinar service.
- Participate in IIBA community chapter technology discussions and serve as a single point of contact to the IIBA Chapter Technology Review Board.

### **Duties of the Past President**

- 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.

### **General Duties of Board Members**

- Chair a major committee (see duties as a committee chairperson below)
- Approve, where appropriate, policy and other recommendations received from the Board or its standing committees.
- Monitor all Board policies.
- Review the bylaws and policy manual, and recommend bylaw change to the membership.
- Review the Board's structure, approve changes and prepare necessary bylaw amendments.
- Participate in the development of the IIBA® New Jersey Chapter's organizational plans and annual review.
- Approve the IIBA® New Jersey Chapter's budget.
- Support and participate in evaluating Director performance.
- Assist in developing and maintaining positive relations among the Board, committees and the community to enhance the IIBA® New Jersey Chapter's mission.

### **General Duties of Committee Chairperson**

- Develop, update and incorporate recommended changes from the Board to the terms of reference and mandate of the committee.
- Recruit an appropriate number of committee members to carry out the mandate.
- Orient members to the committee's mandate and position in the organization.
- Call committee meetings and develop agendas with the input of the members.
- Chair committee meetings and report the committee's progress to the Board.
- Encourage members to participate.
- Keep discussion on topic by summarizing issues.
- Guide the committee through its meetings to fulfill the committee's purpose.
- Recognize each member's contribution to the committee's work.
- Delegate appropriate tasks to individual committee members.
- Plan and evaluate the committee's work with the help of the members.
- Submit Committee recommendations to the Board for approval.

### **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.