



**BYLAWS  
OF THE  
MINNEAPOLIS – ST. PAUL  
CHAPTER**

## AS OF APRIL, 2008

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## **BYLAW 1 – NAME & TERRITORY**

### Section 1

This organization shall be called the International Institute of Business Analysis, Minneapolis-St. Paul 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 IIBA Minneapolis-St. Paul Chapter, which regulates the operation of this organization.

### Section 2

The principal office of the CHAPTER shall be located in Minneapolis in the State of Minnesota.

### Section 3

The CHAPTER is responsible to the duly elected MSP/St. Paul 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 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 the 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 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 maintain 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 Treasurer, and whose membership is not under disciplinary review by the Chapter or 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 the IIBA and the CHAPTER respectively. 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 and must complete the chapter section of the membership registration form. Membership will

be effective from the first day of the month following the date the financial transaction is processed.

**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 of all unpaid dues for the IIBA 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, including refund of any balance of annual dues.

**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.

**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)	Every Other Month [January, March, May, July, September, November (AGM)] New sponsor meetings added in April, June and August.
Annual General Meeting (AGM)	November
Chapter Executive Meeting	Bi Weekly. Teleconference the 2 <sup>nd</sup> Friday of each month. Face to face meeting the 4 <sup>th</sup> Tuesday of each month.
Committee Meetings	As Needed

**Section 3**

Notice of meetings.

MEETING	CALLED BY	NOTICE PERIOD	MINIMUM ATTENDANCE	FORM OF NOTICE
Annual General	President	60 days	10% of	Email

Meeting			Membership	
Membership	VP Professional Dev.	60 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

A Board of Directors shall govern the CHAPTER. The inaugural CHAPTER Board of Directors will consist of, at a minimum, the following five elected officers:

- President
- Secretary / Treasurer
- Vice President – Communications & Marketing
- Vice President – Professional Certification & Development
- Vice President – Membership Services

The Minneapolis – St. Paul inaugural Board of Directors will consist of the following elected officers:

- President
- Secretary
- Treasurer
- Webmaster
- Vice President – Communication
- Vice President - Marketing
- Vice President – Education
- Vice President – Event Management
- Vice President – Membership Services
- Past President

The position of Past President will not be filled until the inaugural President has completed their term.

All officers shall be members in good standing of the IIBA and of the CHAPTER. The inaugural group of officers will be elected at the first Annual General Meeting of the membership following the official establishment of the CHAPTER. The inaugural Board of Directors will take office immediately and serve the following terms:

OFFICER	END DATE OF INAUGURAL TERM
President	December 31, 2009
Secretary	December 31, 2008
Treasurer	December 31, 2008
Webmaster	December 31, 2008
Vice President Communication	December 31, 2008
Vice President Marketing	December 31, 2009
Vice President <u>Education</u>	December 31, 2009
Vice President Event Management	December 31, 2009
Vice President Membership Services	December 31, 2008
Past President	December 31, 2009

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. 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. The following chart illustrates the election rotation process:

ODD YEARS	EVEN YEARS
President	Secretary
Vice President Event Management	Treasurer
Vice President <u>Education</u>	Vice President Membership Services
Vice President of Marketing	Vice President Communications
	Webmaster

As CHAPTER membership increase, the duties and responsibilities for each of the VPs will expand. As a result, the Board of Directors may decide to create new VP positions which will be put forward at the AGM for approval by the membership. Once approved, the President will send the terms of reference to all CHAPTER members.

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 will be eligible to serve multiple terms, however no Officer may serve more than four consecutive years in the same post.

### 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.

### Section 3

The Secretary shall keep the records of, and manage all necessary communications of, all business meetings of the CHAPTER or meetings of the Board of Directors.

### Section 4

The Treasurer shall oversee the management of funds and all other financial related duties for the duly authorized purposes of the CHAPTER.

### Section 5

The Webmaster will be responsible for making regular updates to the website.

### Section 6

The Vice President of Communication is responsible for the timely dissemination of information both to and from the Chapter membership, using appropriate means to accomplish the objective and is also responsible for the promotion of the local Chapter and IIBA to internal and external publications

### Section 7

The Vice President of Marketing is responsible for the chapter outreach program, creating necessary chapter signage, creating special marketing materials and press notifications.

### Section 8

The Vice President Education will 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 Endorsed Education Provider. Additionally, the Vice President of Education is responsible for the development of programs relating to business analysis for each scheduled Chapter meeting including but not limited to: obtaining speakers, development of presentations and special materials. 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.

### Section 9

The Vice President of Event Management will evaluate, coordinate and negotiate the use of chapter meeting spaces. This effort includes room setup, food, audio visual equipment and special sponsor needs.

### Section 10

The Vice President of Member Services will be responsible for the CHAPTER's professional development programs designed to increase the competence of the business analysis community. In addition, they 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.

### Section 11

The Past President shall assist the President in liaison with the IIBA if and when required.

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

## **BYLAW 7 – BOARD OF DIRECTORS RESPONSIBILITIES**

### 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 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 Secretary. 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 meetings (Board and/or chapter). 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. 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 8

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

- Amend the Bylaws
- Amend objectives
- Commit the local chapter to contractual arrangements
- Terminate any individual member for violation of a bylaw or an IIBA bylaw

### Section 9

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 shall prepare a slate containing nominees for each Board position and shall determine the eligibility and willingness of each nominee to stand for election. A petition process established by the Nominating Committee for the Board may also nominate candidates for Board positions. Elections shall be conducted during the Annual General Meeting of the membership, or by mail 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.

### Section 2

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 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.

## **BYLAW 10 – FINANCE**

### Section 1

The fiscal year of the CHAPTER shall be from January 1<sup>st</sup> through December 31<sup>st</sup>. Fees are due upon renewal of membership (according to anniversary date of IIBA membership) and are paid directly to the IIBA.

### Section 2

Annual membership dues shall be set by the Board and communicated to the 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 (starting in 2007 – all local dues will be collected by the chapter in 2006).

### 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 IIBAs Bylaws and the policies, procedures, rules and directives established by the IIBA Board of Directors, as well as with the CHAPTER's Charter with the 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.

## APPENDIX A - BOARD OF DIRECTORS POSITION DESCRIPTIONS

### Duties of the President

- Provide leadership to the Board of Directors of the Minneapolis-St. Paul 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.
- 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.
- Orients Board Members and committee chairpersons to the Board.
- Serve as ex officio member of committees and attends 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 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.

### Duties of the Secretary

- The Secretary shall keep the records of, and manage all necessary communications of, all business meetings of the chapter or meetings of the Board of Directors.
- Serve on the Board.
- Maintain copies of the organization's bylaws and the Board's policy statements.
- Notify Board Members of scheduled Board 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.
- Provide financial needs and requests to the Treasurer.
- Sign official documents of the organization as required.
- File the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry.
- Chair Board meetings in the absence of the President.
- Orient the new Secretary.
- Maintain the mailing address and post office box for the Chapter.
- Act as signing officer for checks and other documents as required.
- Serve as a backup for the Treasurer.

- Assist with setup/cleanup at chapter and board meetings.

#### 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.
- Orient the new Treasurer.
- Act as signing officer for checks and other 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.
- Develop and coordinate a financial forecast for the chapter each year.
- Record and track expenses by function or category as needed (sponsor, meeting supplies, etc...).
- 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.
- Serve as a backup for the Secretary.
- Assist with setup/cleanup at chapter and board meetings.

#### Duties of the Webmaster

- Serve on the Board.
- Give regular reports to the Board on the state of the website.
- Orient the new Webmaster.
- Receive regular updates from the Board or membership on website changes.
- Post changes/updates to the website on a regularly scheduled basis.
- Serve as a backup for the VP of Event Management.
- Provide financial needs and requests to the Treasurer.
- Assist with setup/cleanup at chapter and board meetings.

#### Duties of the Vice President of Communication

- Serve on the Board.
- Serve as a backup for the VP of Marketing.
- Orient the new Vice President of Communications.
- Coordinate all communiqués to and from the Chapter membership including: creation of PDF documents, chapter meeting notices, chapter announcements (via flyer), special notifications to the membership, conference information, and sponsor communiqués.
- First point of contact for all unknown email, frequently asked questions (via email).
- Provide financial needs and requests to the Treasurer.
- Assist with setup/cleanup at chapter and board meetings.

#### Duties of the Vice President of Marketing

- Serve on the Board.
- Give regular reports to the Board on the outreach progress.
- Orient the new VP of Marketing.

- Serve as a backup for the VP of Communications.
- Promote local Chapter and IIBA information to internal and external publications.
- Maintain email/contact lists for outreach opportunities and follow-up communiqués/distribution.
- Provide financial needs and requests to the Treasurer.
- Assist with setup/cleanup at chapter and board meetings.
- Create necessary chapter signage for meetings, outreach efforts and special events as required.
- Work with the VP of Communication to create flyers and/or written materials needed for special events.
- Maintain the community outreach program including presentations, regular visits to local companies and establishing and coordinating an outreach committee.
- Create, distribute and maintain press notifications promoting the chapter.

#### Duties of the Vice President of Event Management

- Serve on the Board.
- Give regular reports to the Board on the state of event facilities for meetings.
- Orient the new VP of Event Management.
- Obtain meeting locations, food, necessary audio visual equipment, sponsor setup, room setup and negotiate contracts as needed for chapter and sponsor meetings.
- Provide financial needs and requests to the Treasurer.
- Serve as a backup for the VP of Membership Services.
- Assist with setup/cleanup at chapter and board meetings.
- Orient the new Vice President of Communication and Marketing.
- Coordinate all communiqués to and from the Chapter membership.

#### Duties of the Vice President of Education

- Serve on the Board.
- Give regular reports to the Board on the state of the educational opportunities including study groups, speakers and conferences.
- Orient the new Vice President of Education.
- Provide financial needs and requests to the Treasurer.
- Serve as a backup for the President.
- Assist with setup/cleanup at chapter and board meetings.
- Development of education programs including newsletters, seminars and informational updates.
- Promote the BA Body of Knowledge.
- Promote BA best practices.
- Creation of BOK study groups.
- Obtain and coordinate speakers for chapter meetings.
- Development of presentations and special materials.

#### Duties of the Vice President of Membership Services

- Serve on the Board.
- Give regular reports to the Board on the state of the chapter membership.
- Orient the new Vice President of Membership Services.
- Maintain membership database.
- Organize and conduct the chapter meeting check-in process.
- Maintain email/contact lists for communiqué distribution.

- Provide financial needs and requests to the Treasurer.
- Serve as a backup for the VP of Event Management.
- Assist with setup/cleanup at chapter and board meetings.

#### 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 by all Board Members in the absence of the President

- Learn duties of the President and keep informed on key issues.
- Act as a signing officer for official documents.
- Orients the new Vice President.
- Chair a major committee:
  - 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.
  - Submit recommendations to the Board for approval.
  - Plan and evaluate the committee's work with the help of the members.
  - Ensure meeting minutes and other relevant information are recorded and filed.

## APPENDIX B - BOARD OF DIRECTORS SAMPLE JOB DESCRIPTION

The following is a sample of the job description that each newly elected officer will sign following his or her election by the membership.



### MINNEAPOLIS-ST. PAUL CHAPTER – BOARD OF DIRECTORS JOB DESCRIPTION

**POSITION:** Board Member – [List Specific Position]

#### **AUTHORITY AND RESPONSIBILITY**

The Board of Directors is the legal authority for the IIBA Minneapolis-St. Paul 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. 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 IIBA Minneapolis-St. Paul 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 IIBA Minneapolis-St. Paul Chapter's organizational plans and annual review.
6. Approve the IIBA Minneapolis-St. Paul 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 IIBA Minneapolis-St. Paul Chapter's mission.

#### **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.

Approval Date:

Review Date: