

Position Descriptions

Chapter resources are available online at the IABC Leader Centre:

<http://www.iabc.com/leaders/ldrTemTools.htm>

President (succession from VP - one year term)

Our leader, promoter and representative...

Responsibilities

- Serves as the chief elected officer of IABC Saskatoon
- Leads the strategic planning and orientation session
- Oversees the activities of the board to ensure accomplishment of chapter's mission, goals and objectives
- Ensures compliance with IABC's overall mission, goals and direction to maintain the integrity of the association
- Conducts regular board meetings
- Function as an authorized signing officer
- Provide support and mentorship to all portfolio roles.
- Presides at all regular and special membership meetings
- Represents IABC Saskatoon in the community
- Directs chapter marketing strategies and initiatives
- Monitors the use and accounting of chapter monies and resources
- Shares signing authority with treasurer
- Ensures that governing documents are current and applied
- Maintains contact with Canada Western Region and International and provides feedback on how the chapter, district or international initiatives are received by members, reports on chapter's status
- Appoints chapter delegates to district/regional meetings as required
- Delivers welcome at luncheons and conferences
- Delivers summary of the year at the AGM in May
- Ex-officio member of all committees
- Succeed automatically to Past President after one year

Key Deliverables

- Provide overall leadership to the board
- Chair board meetings

Skills Learned

- Leadership
- Managing priorities
- Setting deadlines
- Motivating team and holding them accountable
- Budgeting

Strategic planning

President-Elect (elected – one year term)

Our leader-in-training...

Responsibilities

- Automatic succession to position of president. Prepares for the position by helping current president and participating in IABC training and networking sessions such as Leadership Institute and Dare to Lead.
- Fills in for president in any capacity as necessary in president's absence. Examples include chairing executive meetings and acting as emcee for IABC events.
- Maintains contact with District and International through regular meetings/conference calls. This is accomplished chiefly by serving as main liaison and junior voting delegate to the IABC Canada Western Region board.
- Together with the past president, provides counsel to the president on the direction and progress of the chapter.
- Works with the current and past presidents on initiatives to further the profile and success of the chapter
- Keeps on top of the activities of other board members, helping to identify issues and provide help as needed.
- Helps recruit and train next president-elect.

Key Deliverables

- To represent IABC Saskatoon at all IABC meetings by phone and once yearly in person
- To facilitate two annual check-in meetings with designated portfolios

Skills Learned

- Management skills
- Delegation
- Grant writing
- Budgeting

Past President (succession from President - one year term)

Our counsel and succession planner...

Responsibilities

- Advises and assists chapter president and board
- Presides over meetings in the event that both the President and the Vice President are not in attendance
- Prepares and submits entries for IABC Chapter Management Awards (CMA)

- Announces results of CMA submissions and thanks previous board members and volunteers for their contributions
- Serves as chairperson of the nominating committee for the incoming board
- Leads succession initiatives, including the preparation of supporting resources
- Identifies and leads areas of Chapter growth and development

Key Deliverables

- Entries for IABC Chapter Management Awards (CMA)
- Resources to assist with board succession

Skills Learned

- Leadership
- Team-building
- Strategic planning
- Budgeting

Finance Chair (elected - two year term)

Manager of our resources...

Responsibilities

- Keeps accurate financial records for the chapter
- Shares cheque signing authority with president
- Pays all invoices upon receipt, and reimburses board members for chapter expenses
- Prepares receipts for monthly luncheons and takes in money at monthly luncheons and events
- Prepares invoices and does billings after each luncheon or event
- Receives all monies – memberships, luncheons, events, billings, etc., - and prepares deposits
- Custodian of cash box, deposit book, cheque book, and all financial papers and financial archival material
- Submits monthly financial reports to the board
- Prepares the annual budget
- Prepares yearend reports for the AGM
- Files the yearend financial information with IABC International and Saskatchewan Corporations Branch
- Develops special investments for chapter's excess monies
- Submits all books and records for audit and final approval to the board at the end of his/her term of office
- Trains successor

Key Deliverables

- Ensuring finances are up to date and accurate through monthly reporting

Skills Learned

- Budgeting
- General accounting
- Time management

Operations Chair (elected - two year term)

Our manager of records and organizer extraordinaire...

Responsibilities

- Responsible for board meeting logistics, materials and encouraging attendance
- Keeps and distributes minutes of all Chapter board meetings and Annual General Meeting
- Maintains all chapter papers, records and archives
- Serves as the official election judge on all matters requiring membership vote, such as elections, changes in governing documents or dues increases
- Trains successor

Key Deliverables

- Distribute minutes of meetings to board members and general members via email and website (TBC)

Skills Learned

- Organizational skills
- Encouraging a team

Membership Chair/Co-Chair (elected - two year term)

The caretaker of our members...

Responsibilities

- Actively recruits new members
- Welcomes new members by email/phone/in person at events
- Coordinates membership functions during the year, with at least one program specifically aimed at membership recruitment
- Works to develop and promote new and existing member benefits
- Surveys members to determine needs and interests
- Surveys non-renewing members
- Maintains and disseminates Chapter membership records
- Reports to the board and the chapter about the development and retention of members
- Recruit a volunteer to help with specific assignments and execution of social events
- Prepares budget for membership activities

- Trains successor

Key Deliverables

- Work with a team to coordinate membership events for members annually
- Annual General Meeting
- Being the touchpoint for new members and members celebrating anniversaries

Skills Learned

- Project management and event logistics
- Promotions and communications skills
- Relationship building skills

Educational Relations Chair (appointed – two year term)

Our liaison with students...

Responsibilities

- Creates and implements plan to recruit student members and prospects
- Coordinates at least one student recruitment event
- Develops and nurtures relationships with local post-secondary institutions
- Celebrate annual winner of IABC Saskatoon Student Award at the U of S
- Supports student members within the chapter
- Train successor

Key Deliverables

- Increase number of students attending IABC events
- 1 student-focused event hosted/sponsored by IABC
- Increase number of student members
- Increase number of students who apply for the IABC Saskatoon Student Award

Skills Learned

- Networking
- Event planning
- Communications planning

Communications Chair/Co-Chair (appointed - two year term)

Manager of corporate identity and information...

Responsibilities

- Oversees and supports all external communications, including electronic notices/news, and website and other communications as required by the chapter
- Responsible for raising awareness of the chapter
- May manage volunteers with responsibility for implementing specific tactical communications (i.e. website, newsletter, program promotions, etc.)
- Maintains member and guest contact database
- Maintains record of portfolio account information and guidelines for use (e.g. website administration, online event management, social media accounts, etc.)
- Prepares budget for communication activities
- Trains successor

Key Deliverables

- Promote events and initiatives using communication tools
- Foster engagement with members

Skills Learned

- Specific communications programs and platforms (WordPress, social media, email member communication)
- Communications planning/strategy execution
- Budgeting

Professional Development Chair/Co-Chair (appointed - two year term)

The educator of our professional community...

Responsibilities

- Plans and produces monthly professional development activities (10-month program year)
 - Selects venue, finalizes contract and ensures there will be a cheque for payment on day of event
- Researches potential speakers to develop on going speaker roster
- Finalizes topic and logistics with speakers
- Prepares publicity form and coordinates promotion of events with communications 3 weeks prior to event
- Works with communications to promote professional development events to the members and prospects
- Creates/prints event nametags using template and registration list, also prints registration list from Cvent for Registration table volunteer
- Stores IABC audio visual equipment and nametags throughout the year
- Sets up IABC audio visual equipment and bannerstand 30 minutes before event
- Introduces speakers at meetings events and presents each speaker with a gift/thank you card
- Thanks speakers as appropriate

- Coordinates professional development seminars, workshops or conferences as directed by the board (and based on results of membership survey)
- Compiles, records and reports evaluation results for each event
- Prepares budget for professional development events
- Recruit a volunteer (volunteers) to help execute events
- Trains successor

Key Deliverables

- Work with a team to organize and execute professional development events for members throughout the year

Skills Learned

- Project management and event logistics
- Event planning
- Promotions and communications skills
- Negotiation Skills
- Strategic Planning
- Budgeting

Leadership Development Chair (appointed - two year term)

Manages volunteer activity for our chapter...

Responsibilities

- Reporting to the board, oversees the management of volunteers for the chapter, including recruitment, management, retention and rewarding
- Prepares budget for volunteer development programs
- Trains successor

Key Deliverables

- Provide volunteers for each of our events and board needs
- Recruit new volunteers
- Maintain contact list of volunteers
- Reward volunteers (benefit program, social media, letter of reference, social activity)

Skills Learned

- Ability to assess board needs
- Recruitment skills
- Organizational skills
- Team management skills

Sponsorship Chair (appointed – two year term)

Responsibilities

- Work with the board to determine sponsorship needs and develop a realistic budget
- Develop a master sponsorship plan that includes sponsorship goals, monetary and in-kind needs, amounts/services and companies to approach
- Develop a communication plan to communicate sponsorship opportunities available to members and local companies
- Create scalable proposals to ensure best content/audience fit for prospects
- Recruit a volunteer to help secure sponsorships with specific assignments
- Develop signed agreements for every sponsor (in-kind and monetary) that outlines the relationship, payment due date, benefits and cancellation terms
- Develop a tracking system to ensure that all contract deliverables are timely and complete
- Communicate periodic sponsorship updates to board members
- Prepares annual budget for sponsorship program
- Trains successor

Key Deliverables

- Communicate monthly sponsorship updates to board members
- Annual sponsorship plan
- Ongoing strategic partnerships with the community

Skills Learned

- Promotions and communications skills
- Negotiation skills
- Strategic planning skills

Senior Delegate (appointed – two year term)

Responsibilities

- Provide advice and guidance to the board when needed

Awards and Accreditation Chair (appointed – two year term)

Responsibilities

- Plans and produces annual awards workshops