



*International Institute of
Business Analysis*

Greater Pittsburgh Chapter Bylaws

CHANGES as of April 8, 2019

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Bylaw 1 – Name & Territory

Section 1

This organization shall be called the International Institute of Business Analysis, Greater Pittsburgh 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 Greater Pittsburgh Chapter, which regulate the operation of this organization.

Section 2

The principal office of the Chapter shall be located in Greater Pittsburgh Area in the state of Pennsylvania.

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 a government leader;
- 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.

Section 3

Business Ethics Statement

- The Pittsburgh Chapter of the IIBA promotes the spirit of business excellence, professionalism and ethical business practices related to business compliance, competitive intelligence and human relations.

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 – Sponsorship

Section 1

In the interest of developing the IIBA Greater Pittsburgh Chapter into a world class professional organization for business analysts, we are seeking partnerships with companies throughout the Greater Pittsburgh region to provide support to establish high quality, educational programming, develop meaningful opportunities for professional networking, sponsor development of our members and foster significant community service involvement.

The IIBA Greater Pittsburgh Chapter offers two ways corporations can support the Chapter, either as a Corporate Sponsorship or as an Event Sponsor.

Corporate Sponsorship: \$1500/Year

The benefits of being a corporate sponsor include:

- 60 second promotional spot at exclusive chapter event (either December Holiday Party or April Annual Meeting)
- Prominent placement of sponsors logo on IIBA – Pittsburgh chapter website
- Location for placement of marketing materials at chapter events
- Sponsor's logo placement on all event invitations
- Sponsor mentioned in event publicity for all chapter PR
- Five (5) free chapter memberships for designated sponsor employees

Event Sponsorship: \$300/Sponsored Event

The benefits of being an event sponsor include:

- 60 second promotional spot at sponsored event
- Placement of sponsor's logo on website announcement of event
- Placement of sponsor's logo in email event announcement
- Location for placement of marketing materials at chapter event
- Three (3) free non-member attendees at the hosted event

Host Sponsorship: No Fee

The benefits of being a host sponsor include:

- 60 second promotional spot at hosted event

- Three (3) free non-member attendees at the hosted event

Bylaw 5 – 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

Membership in the Chapter requires annual membership dues and the IIBA Greater Pittsburgh Chapter offers two types of membership plans, an Individual Membership or a Corporate/Bulk Membership.

Individual Membership: \$25 each

- This membership will be on a rolling 12 month basis, and will expire on
- the last day of the month one year after purchase.
- Chapter members **MUST** be national IIBA members in good standing.
- Chapter members will be allowed free admission to monthly Chapter meetings and discounts on educational opportunities
 - Constant Contact has been customized to track date last paid, amount paid and the membership expiration date for each member.

Corporate/Bulk Membership

- A minimum of 10 memberships can be purchased at one time.
- The effective date and expiration date will be set for the corporate membership **AND** applies to all application members, regardless of when they join within the cycle
- A generic purchase order can be created to support the corporate purchase
- VP of Membership will track how many memberships have been applied to which specific members by company.

- Pricing:
- 10-24 memberships \$25 each
 - 25-49 memberships \$24 each
 - 50 or more memberships \$23 each

Non-Members

- Non-members may attend one (1) monthly Chapter meeting free of charge.
- A \$10 fee per monthly Chapter meeting will be charged at the door after the first Chapter meeting attended.
- Other fees will be assessed accordingly. A non-member will always pay more than a member for the same event.

Section 4

“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 5

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 hereunder.

Section 6

All members shall pay the required IIBA and Chapter membership dues to IIBA and in the event that a member resigns, IIBA or the Chapter shall not refund membership dues.

Section 7

In the event that a member relocates, pro-rated Chapter dues will be transferred to the member’s new Chapter. Chapter dues will not be refunded to the member.

Section 8

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 9

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 10

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. If and when the board can convene a quorum the board has the power to terminate any individual member for violation of a bylaw or an IIBA bylaw.

Section 11

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. Making payment in full to IIBA of all unpaid dues either at your local Chapter and/or the IIBA may reinstate a delinquent member.

Section 12

Upon termination of membership in the Chapter, the member shall forfeit any and all rights and privileges of membership to said Chapter. The Chapter will retain chapter dues.

Section 13

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.

Section 14

All officers shall be exempt from paying Chapter membership dues during their term.

Bylaw 6 – Chapter Calendar

Section 1

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

<i>Event</i>	<i>Time Frame</i>
Meetings	Bi-Annual
Annual General Meeting (AGM)	One of the Bi-Annual
Chapter Executive Meeting	Quarterly
Committee Meetings	As Needed

Section 2

Notice of meetings:

Announcement of the time and place for the Annual General Meeting must be delivered to the Voting Members thirty (30) days prior to the day of the meeting at the Member’s address of record (electronic and/or mailing) with IIBA. The announcement must state the place, date and time of the Annual General Meeting and any business requiring a Special Resolution.

<i>Meeting</i>	<i>Called By</i>	<i>Notice Period</i>	<i>Min Attendance</i>	<i>Notice Form</i>
AGM	President	30 days	N/A	Email
Chapter Meeting	VP of Programs and Special Events	14 days	N/A	Email
Executive Meeting	President	30 days	Greater than 50% of the Board	Email
Committee Meeting	Committee Chair	As Required	As Required	Email

Section 3

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

Section 4

The President of the Chapter will chair the meeting. Voting will occur by a show of hands or by a polling of members. Proxy votes will not be accepted. Decisions and acceptance are based on majority votes.

Bylaw 7 – Officers and Directors

Section 1

The Board of Directors shall govern The Chapter. The following positions will be elected officers:

President
Secretary
Treasurer
Vice President Communications & Marketing
Vice President of Programs & Special Events
Vice President of Professional Development
Vice President of Member Services

All officers shall be members in good standing of IIBA and of the Chapter. Officers will be elected by majority vote of Chapter members in attendance at the Annual General Meeting. The officers will serve two-year terms of office, staggered so that approximately half of the officer(s) are elected each year, to provide continuity.

During the first official year of the Chapter's inception, certain officers will serve a two-year term. The President, the VP of Programs & Special Events and the VP of Professional Development, and the VP of Member Services will serve a two-year term to ensure Chapter success.

No more than two board members may belong to the same company. This will promote diversity throughout the Chapter.

As the Chapter increases its membership, the duties and responsibilities for each of the VPs will expand. As a result new VP positions will be put forward at the AGM for approval by the membership. Once approved, the President will send out the terms of reference to all the 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 shall be eligible to serve multiple terms.

Officers will be elected at the Annual General Meeting in April each year and serve from June until May the following year. The following chart illustrates the election rotation process:

<i>Odd Years</i>	<i>Even Years</i>
President	Secretary
Vice President of Programs and Special Events	Treasurer
Vice President of Professional Development	Vice President of Communication and Marketing
Vice President of Member Services	

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 all business meetings of the Chapter and meetings of the Board.

Section 4

The Treasurer shall oversee the management and record keeping of funds for duly authorized purposes of the Chapter.

Section 5

The Vice President Communications & Marketing shall be 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 as well as sharing the maintenance of the Chapter's Website with the Vice President of Programs & Special Events

Section 6

The Vice President of Programs & Special Events 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. **Section 7**

The Vice President of Member Services 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. The VP of Member Services will also be responsible for maintaining member records and coordinating member rolls with the IIBA corporate membership and overseeing volunteer efforts in the chapter.

Section 8

The Vice President of Professional Development will be responsible for promoting Business Analysis Professionalism through the organization and delivery of educational publications, seminars and workshops designed to help Business Analysts achieve certification as a Business Analyst Professionals. In addition the VP of Professional Development will be responsible for the Chapter's professional development programs designed to increase the competence of the business analysis community.

Section 9

The Past President shall be a board appointed position, and shall assist the President in liaison with IIBA if and when required.

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

Bylaw 8 – 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 60% of the membership of the Board at any given time. Board meeting minutes should be made available to all Chapter members within 5 business days from the time the meeting took place. Each member shall be entitled to one (1) vote. No proxy votes or assignment of voting responsibility to a board stand-in are acceptable. 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 two (2) consecutive Board (Chapter Executive Meetings) 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 Four/Seventh (4/7) 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 commit the local Chapter to contractual arrangements. If the contractual arrangement draws 50% or more of the funds in an existing account, an approval vote by two-thirds (2/3) of the Chapter membership is required.

Section 9

If the membership is dissatisfied with actions taken by the board, a petition signed by 60 percentage 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 9 – 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. Candidates for Board positions may also be nominated by petition process established by a Nominating Committee designated by the Board. Elections shall be conducted:

- During the annual 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

Current member of the Nominating Committee can be included in the slate of nominees prepared by the Committee.

Bylaw 10 – 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 a member of the local Chapter

Bylaw 11 – Finance

Section 1

The fiscal year of the Chapter shall be from January 1st to December 31st. 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 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

Audit of records and accounting practice will be performed at the discretion of the Board

Bylaw 12 – Ratification and Amendments

Section 1

Amendments may be proposed by the Board on its own initiative, or upon petition by ten percent (10%) of the members in good standing addressed to the Board. The Board with or without recommendation shall present all such proposed amendments.

Section 2

Notice of proposed amendment shall be sent in writing to the membership at least thirty (30) days before such meeting or vote.

Section 3

Bylaws may be amended by a two-thirds (2/3) vote of the members in good standing participating in such vote. Votes may be held at any duly called or regularly scheduled Chapter meeting or by ballot distributed to the membership. When ballots are used, they shall be due not less than 14 days after it can be reasonably presumed that voting members have received such ballot.

Section 4

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 13: 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 1 – IIBA Greater Pittsburgh Chapter Board of Directors Job Descriptions

The elected officer will sign the following job descriptions the day of the election by the membership.

BOARD MEMBER

Authority and Responsibility

The Board of Directors is the legal authority for the IIBA Greater Pittsburgh 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:

- Commitment to the work of the IIBA
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel and advocacy
- Willingness to serve on committees
- Attendance at Board meetings as outlined in the Bylaws
- Attendance at meetings of assigned committees as outlined in the Bylaws
- Attendance at the Annual General Meetings as outlined in the Bylaws
- Attendance at membership meetings as outlined in the Bylaws
- Support of, and participation in (when necessary), special events
- Member in good standing of the IIBA

Term

- Directors are elected by the membership at the Annual General Meeting.
- Directors serve for a two-year term, except when otherwise noted in the bylaws.
- Directors may be released at the end of the elected term by resigning, or according to the IIBA Greater Pittsburgh 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

- 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 changes to the membership
- Review the Board’s structure, approve changes and prepare necessary bylaw amendments
- Participate in the development of the IIBA Greater Pittsburgh Chapter organizational plans and annual review
- Approve the IIBA Greater Pittsburgh 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 Greater Pittsburgh Chapter 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 President reviews the Board Member Job Descriptions annually. Recommended changes are presented to the Board.

Approval Date: _____

Review Date: _____

Duties for the President

- 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
- 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 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
- Prepare a candidate for succession

Duties for the Secretary

- Serve on the Board ♦ Maintain copies of the organization's bylaws and the Board's policy statements
- Chair Board meetings and General Meetings in the President's absence and has authority commensurate with the President in his or her absence;
- 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
- Files amendments to the bylaws and other incorporating documents with the Corporate Registry
- Prepare a candidate for succession

Duties of 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 with the President 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
- 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
- Prepare a candidate for succession

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 Vice President(s)

- Act in the absence of the President
- Learn duties of the President and keep informed on key issues
- Prepare candidates for succession
- Chair a major committee
 - Develop, update and incorporate recommended changes from the Board to the terms of a reference and mandate of the committee
 - Recruit 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
 - Submit recommendations to the Board for approval
 - Plan and evaluate the committee's work with the help of the members
 - Ensure committee meeting minutes and other relevant information are recorded and filed with the Secretary

Vice President Specialized Duties

Vice President of Communication & Marketing

This VP is responsible for promoting Business Analysis Professionalism through the organization and delivery of educational publications.

Specific accountabilities include, but are not limited to:

- Overall stewardship of the Communications portfolio and its performance;
- Notify Board Members of meetings and ensures members are notified of
- General Meetings
- Dissemination of information to and from the Chapter membership;
- Liaison with advertisers and sponsors;

- Promotion of the local Chapter and IIBA;
- Monthly, periodic, and annual reporting on relevant topics;
- Maintenance of the Chapter's website;
- Portfolio succession management;
- Retention and archival of permanent records associated with the position;
- Information handoff and transition to the position successor;
- Publication, registration and related record-keeping.

Vice-President Programs & Special Events

This VP is responsible for the development and delivery of programs relating to business analysis through seminars and workshops designed to help Business Analysts achieve certification as Business Analysis professionals. 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

Specific accountabilities include, but are not limited to:

- Overall stewardship of the Programs portfolio and its performance;
- Development of the annual program plan;
- Development and delivery of program schedules, speakers, logistical arrangements;
- Educational program schedules, resources, logistical arrangements and publication;
- Liaison with professional associations and program guest speakers.

Vice-President Professional Development

This VP is 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 promoting Business Analysis Professionalism through the organization and delivery of educational publications, seminars and workshops designed to help Business Analysts achieve certification as a Business Analyst Professionals. In addition the VP of Professional Development will be responsible for the Chapter's professional development programs designed to increase the competence of the business analysis community

Specific accountabilities include, but are not limited to:

- Organize and coordinate educational seminars and meetings for our

- members;
- Promote professional development in the membership as well as the community;
- Liaison with corporations interested in promoting the BA profession;
- Retention and archival of permanent records associated with the position;
- Information handoff and transition to the position successor.

Vice-President of Member Services

The Vice President of Member Services will be responsible for promoting . will be responsible for the development and maintenance of a Chapter membership plan that ensures continued growth through aggressive recruiting and partnering with major community employers. The VP of Member Services will also be responsible for maintaining member records and coordinating member rolls with the IIBA corporate membership and overseeing volunteer efforts in the chapter.

Specific accountabilities include, but are not limited to:

- Overall stewardship of the Membership and Professional Development portfolios and their performance;
- Maintain lists of General Membership;
- Liaison with current and prospective members;
- Products and services that are not already provided to members via the Communications & Marketing portfolio;
- Monthly, periodic, and annual membership reporting on relevant topics;
- Portfolio succession management;
- Retention and archival of permanent records associated with the position;
- Information handoff and transition to the position successor;
- Keep track of IIBA Membership.

Appendix 2 – Change Log

<i>Date Change</i>	<i>Reason / Item(s) Changed</i>	<i>Changed By</i>
May 19, 2006	Initial Release	Deanna Leach
June 8, 2006	Added comments from IIBA meeting, regarding meeting dates.	Deanna Leach
July 7, 2006	Changed VP of Professional Certification title to VP of Professional Organization. Per IIBA ISO regulation request.	Deanna Leach

March 15, 2007	Removed "Special Events" from the VP of Communications & Marketing position and created it's own position. Removed VP of Professional Organization position and rolled its duties under VP of Special Events.	Deanna Leach
January 18, 2009	Split role of VP Membership and Professional Development to be TWO separate board positions	Vicky Haney
January 30, 2009	Added Sponsorship and Membership Dues sections.	Deanna Leach
March 1, 2009	Removed split of the VP Professional Development and Membership board position previously added on January 30, 2009	Deanna Leach
March 7, 2011	Split role of VP Membership and VP Professional Development to be TWO separate board positions.	John Sweeney
March 14, 2011	Made the changes as discussed at Board Meeting on March 7, 2011 (see meeting minutes) John Sweeney confirmed ByLaws were voted on and approved by all members in attendance.	Peggy Arelt
December 5, 2013	Updated based on proposed changes to remove VP of Professional Development role and decrease corporate membership rates by \$1 per range of members.	Roxanne Hammer
April 8, 2019	Reinstates the role of VP of Professional Development.	Donna Williams