IIBEC Affiliated Chapter Board Roles & Responsibilities

Chapter Vice President
Chapter Executive Committee

Voting Officers

- **President**: Leads and represents the chapter. Appoints committee chairs, delegates to events, and presides over meetings.

- **Vice President**: Read on!

- **Secretary**: Records chapter activity, manages correspondence, and prepares reports as necessary.

- **Treasurer**: Oversees all financial transactions of the chapter.
Chapter Vice President
Broad Roles

1. **Oversee**
   - Oversee all committees and participate in committee meetings

2. **Assist**
   - Assist in the collection of materials and information for Outstanding Chapter Award

3. **Attend**
   - Attend meetings in the absence of the chapter president and represent the chapter at events

4. **Organize**
   - Organize the yearly board transition meeting

5. **Learn**
   - Familiarize yourself with roles of the president in preparation for upcoming term
The Chapter Vice President shall serve as an ex-officio member of all chapter committees and shall attend all committee meetings as his/her schedule permits.

• Advocacy
• Education
• Membership
• Marketing
• Financial
• Archival
• Technical
• Philanthropic
Outstanding Chapter Award

This annual competition is not only how IIBEC recognizes the successes of our chapters, but provides a roadmap to leadership, and acts as an invaluable historical record of your chapter’s activities. It is your job, as well as the rest of the Executive Committee to assist your chapter secretary in the preparation of the application.
Represent Your Chapter!

As a senior member of the chapter board, it is the role of the vice president to represent their chapter along with, or in place of, the chapter’s president at meetings, chapter events, trade shows, or with industry affiliates! Who better to represent the interests of our members than our local leadership?
The vice president is primarily responsible for the annual board transition meeting, assuring that the incoming board is fully briefed and current on chapter activities, best practices, passwords, and secret handshakes.
Prepare for Your Presidency

Generally, the Chapter Vice President service his/her term and proceeds to assume the role of Chapter President.

Take this time to watch, learn, and prepare for your year driving the successes of your chapter. Don’t worry, IIBEC staff has your back and is ready to help.
Questions?

We’re here to help! IIBEC Region Directors and staff are always available to answer your questions or provide guidance before and during your leadership tenure.

IIBEC Region Directors

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