

IIBEC Affiliated Chapter Board Roles & Responsibilities



Branch Liaison

Branch Liaison Chapter

Information Transfer



Sits on the Chapter Board of Directors as a non-voting member.



Takes information back to the Branch and disseminates to the members.



Takes information from the Branch back to the Chapter.

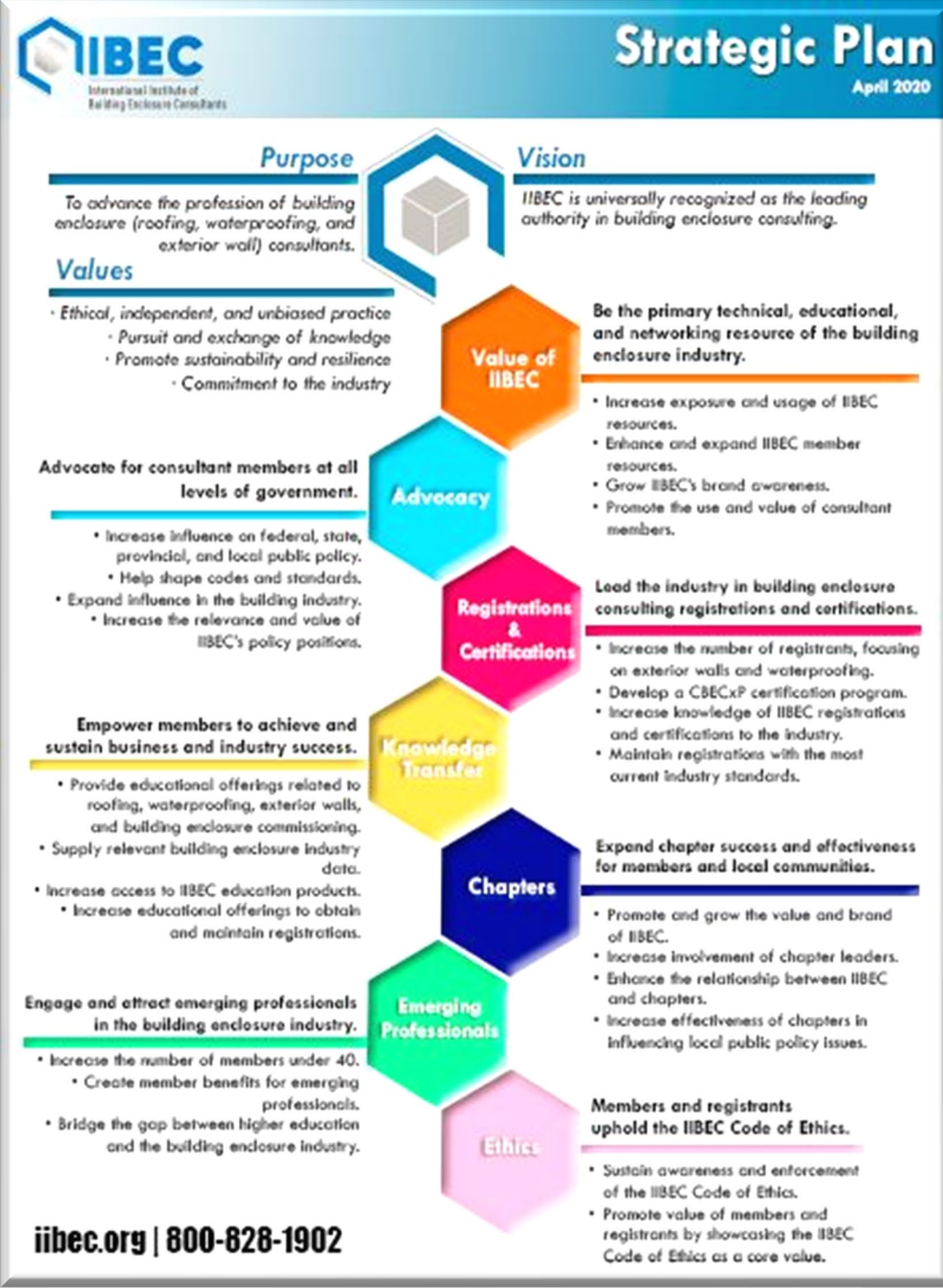


Works with the Chapter to develop a plan to expand the Branch.



Know Your Role

The Branch Liaison has not only been chosen to lead, but to represent the Chapter as well as the image of IIBEC and our industry.



Support the IIBEC Mission & Strategic Plan

Mission Statement:
To advance the profession of building enclosure (roofing, waterproofing and exterior wall) consultants.

The IIBEC Mission Statement and Strategic Plan should guide all chapters and branches in their activities and objectives.

Branch Liaison Hard Roles

Attend

- Attend chapter board meetings.

Prepare

- Prepare a comprehensive year-end branch report of activities for submittal to Chapter Board of Directors.

Assist

- Assist chapter nominating committee in selection of new leadership for coming year.

Delegate responsibility and authority. Utilize the talent of your membership!

Branch Liaison Soft Roles

Build

Build your team! You are the chief recruiter for your team and successors.

Lead

Lead, don't order. Your team consists of volunteers, respect their efforts and time.

Communicate

Use social media, reach out to new members, be accessible and visible.

Advocate

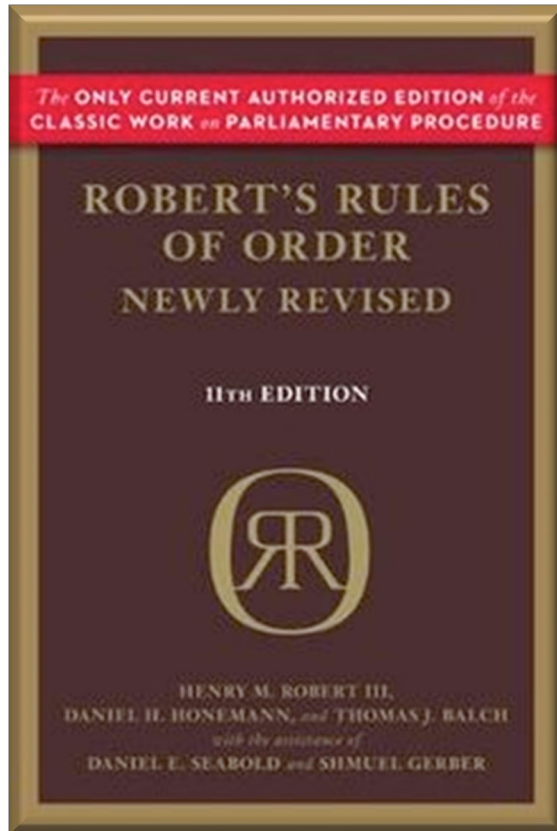
Be the voice of the branch, address industry-related issues that affect your members, seek out opportunities to increase the profile of the Consultant.

Grow

Identify opportunities and develop strategies to grow and retain membership base.

Tools for Success

Familiarize yourself with the governing documents for your branch and help your fellow leaders to do the same.



- Chapter Bylaws
- Robert's Rules of Order
www.robertsrules.org/robertsrules.pdf
- Chapter Policy Guidelines
- IIBEC Strategic Plan

Keys to Leaving an Effective Legacy

- Publicly state your goals for the year. Think about publishing this in your newsletter, social media, and on your chapter and/or branch website.
- Recruit, recruit, recruit...your branch is only as effective as it's leaders.
 - Think of not only the following year, but of years to come!
 - Mentor your fellow branch members and teach them your role.



Inform your team of year-end duties, including information transmittal to IIBEC and the overall region.

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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