# 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.





#### Strategic Plan

#### Purpose

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

#### Values

- · Ethical, independent, and unbiased practice
  - · Pursuit and exchange of knowledge
  - Promote sustainability and resilience
    - · Commitment to the industry

#### Advocate for consultant members at all levels of government.

- Increase influence on federal, state, provincial, and local public policy.
- Help shape codes and standards.
- Expand influence in the building industry.
   Increase the relevance and value of
- liBEC's policy positions.

#### Empower members to achieve and sustain business and industry success.

- Provide educational offerings related to roofing, waterproofing, exterior walls, and building enclosure commissioning.
- Supply relevant building enclosure industry data.
- Increase access to IBEC education products.
   Increase educational offerings to obtain and maintain registrations.

#### Engage and attract emerging professionals in the building enclosure industry.

- . Increase the number of members under 40.
- Create member benefits for emerging professionals.
- Bridge the gap between higher education and the building enclosure industry.

#### Vision

IIBEC is universally recognized as the leading authority in building enclosure consulting.



Be the primary technical, educational, and networking resource of the building enclosure industry.

- Increase exposure and usage of IIBEC resources.
- Enhance and expand IIBEC member resources.
- · Grow IIBEC's brand awareness.
- Promote the use and value of consultant members.



Advocacy

Transfar

Emerging

**Professionals** 

Lead the industry in building enclosure consulting registrations and certifications.

- Increase the number of registrants, focusing on exterior walls and waterproofing.
- Develop a CBECxP certification program.
- Increase knowledge of IIBEC registrations and certifications to the industry.
- Maintain registrations with the most current industry standards.

Chapters

Expand chapter success and effectiveness for members and local communities.

- Promote and grow the value and brand of IIBEC.
- Increase involvement of chapter leaders.
- Enhance the relationship between IBEC and chapters.
- Increase effectiveness of chapters in influencing local public policy issues.

Ehle

Members and registrants uphold the IIBEC Code of Ethics.

- Sustain awareness and enforcement of the IIBEC Code of Ethics.
- Promote value of members and registrants by showcasing the IBBEC Code of Ethics as a core value.

# 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.

#### iibec.org | 800-828-1902

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

#### Assist

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

### **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

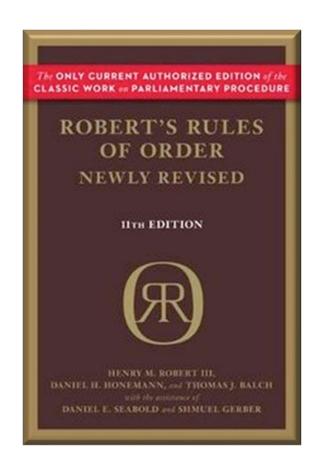
Use social media, reach out to new members, be accessible and visible.

#### Advocate

Be the voice of the branch, address industryrelated 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...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.





Mentor Your Replacement

Keep your branch members informed and involved!

"Learning the Ropes" assists with a smooth transition of leadership and a continuation of projects and activities.

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

- Region I: Julie Palmer <u>jmpalmer@wje.com</u>
- Region II: Mike Fell mike.fell@be-ci.com
- Region III: Charles Sietmann, RRO, REWO,
   CCA, CIT

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- Region VI: Burt Carver, RRC, RRO burt@apexbe.com
- Region VII: Jennifer Hogan, RRO, LEED AP, Certified Passive House Consultant jennifer.s.hogan@gmail.com

Tara Cottle, IIBEC Manager of Region & Chapter Relations: tcottle@iibec.org