

IIBEC Affiliated Chapter Board Roles & Responsibilities



Chapter President

Chapter Executive Committee Voting Officers



President: Read on!



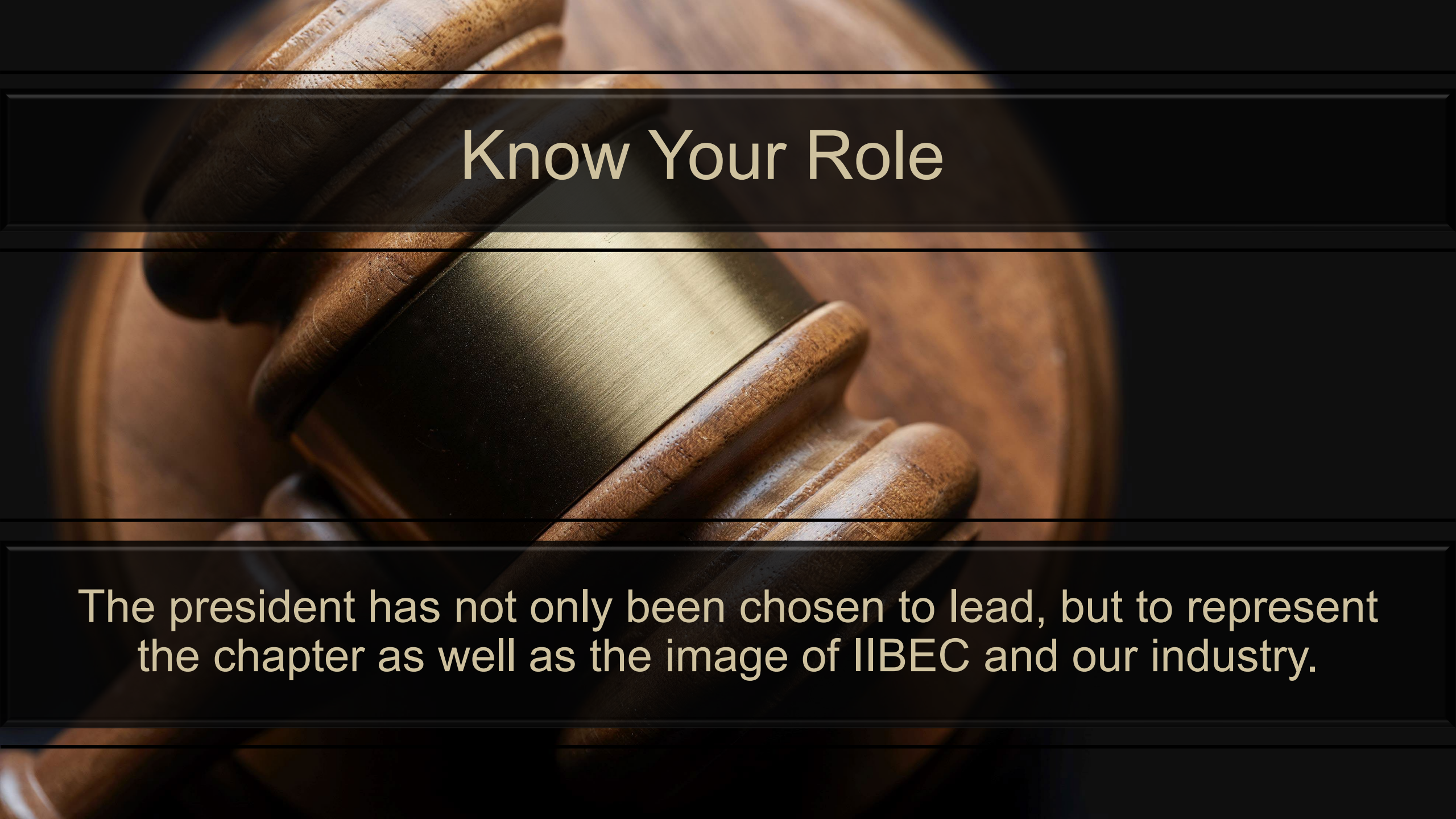
Vice President: Supports the Chapter President and represents the chapter through events and speaking engagements. Supports operations in finance and membership and attends all meetings.



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

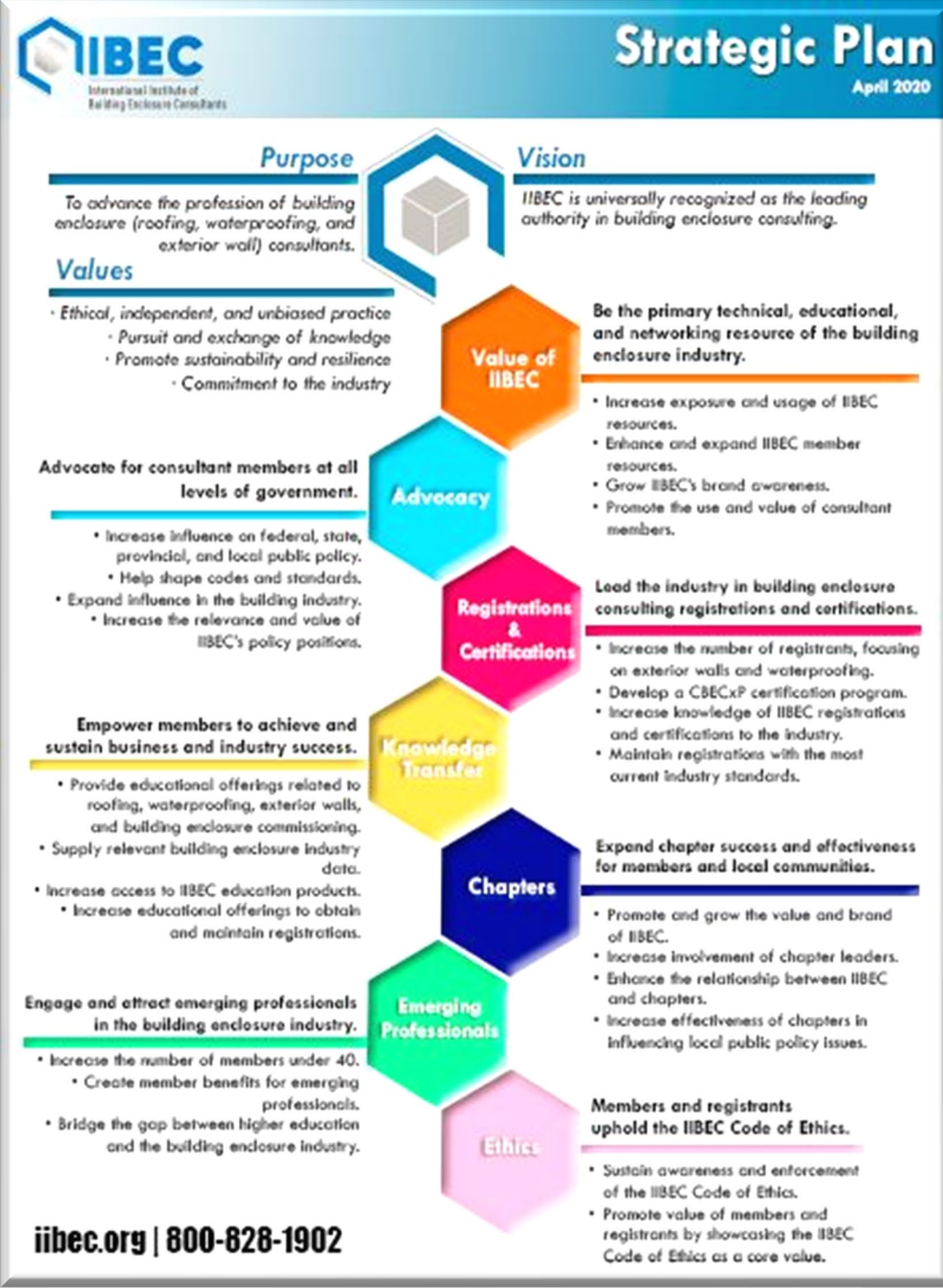


Treasurer: Oversees all financial transactions of the chapter.



Know Your Role

The president 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 in their activities and objectives.

Chapter President Roles

Attend

- Attend both board and chapter meetings. Attend committee meetings as requested.

Select

- Select committee chairs and provide specific direction and assist with coordination as requested.

Delegate

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

Appoint

- Appoint delegates to Leadership Workshop and annual convention. Coordinate registration with chapter's secretary.

Prepare

- Prepare a comprehensive year-end chapter report of activities for submittal to region director.

Assist

- Assist the Nominating Committee in selection of new leadership for coming year.

Chapter President 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

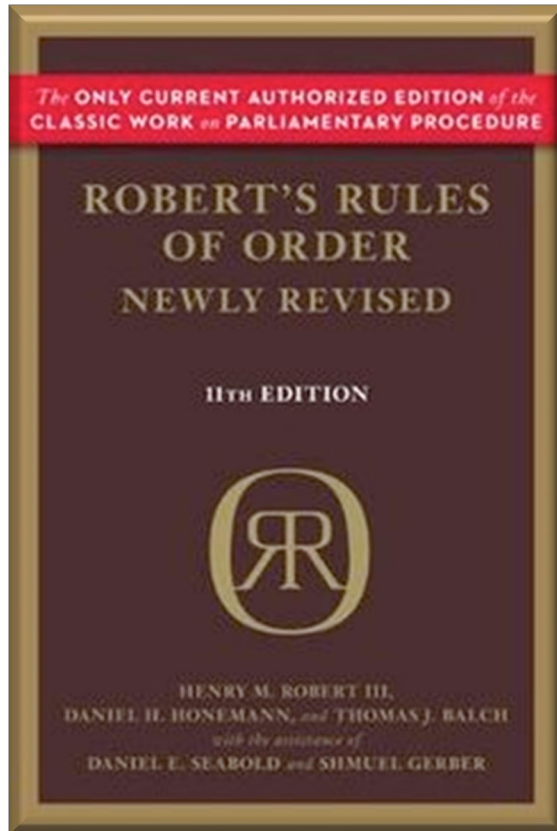
Advocate. Be the voice of the chapter, address industry-related issues that affect your members, and seek out opportunities to increase the profile of the Consultant.

Grow

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

Tools for Success

Familiarize yourself with the governing documents for your chapter 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, or on your chapter website.
- Recruit, recruit, recruit...your chapter is only as effective as it's leaders.
 - Think of not only the following year, but of years to come!
 - Mentor your vice president



A hand holding a blue torch, symbolizing leadership and mentorship. The torch is held in a way that suggests it is being passed on or lit. The background is a solid green color.

Mentor Your Replacement

Keep your vice president informed and involved!
“Learning the Ropes” assists with a smooth transition of leadership and a continuation of projects and activities.

Inform your vice president 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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- **Region II: Mike Fell**
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