## IIBEC Affiliated Chapter Board Roles & Responsibilities

#### **Chapter President**



# Chapter Executive Committee Voting Officers



President: Read on!



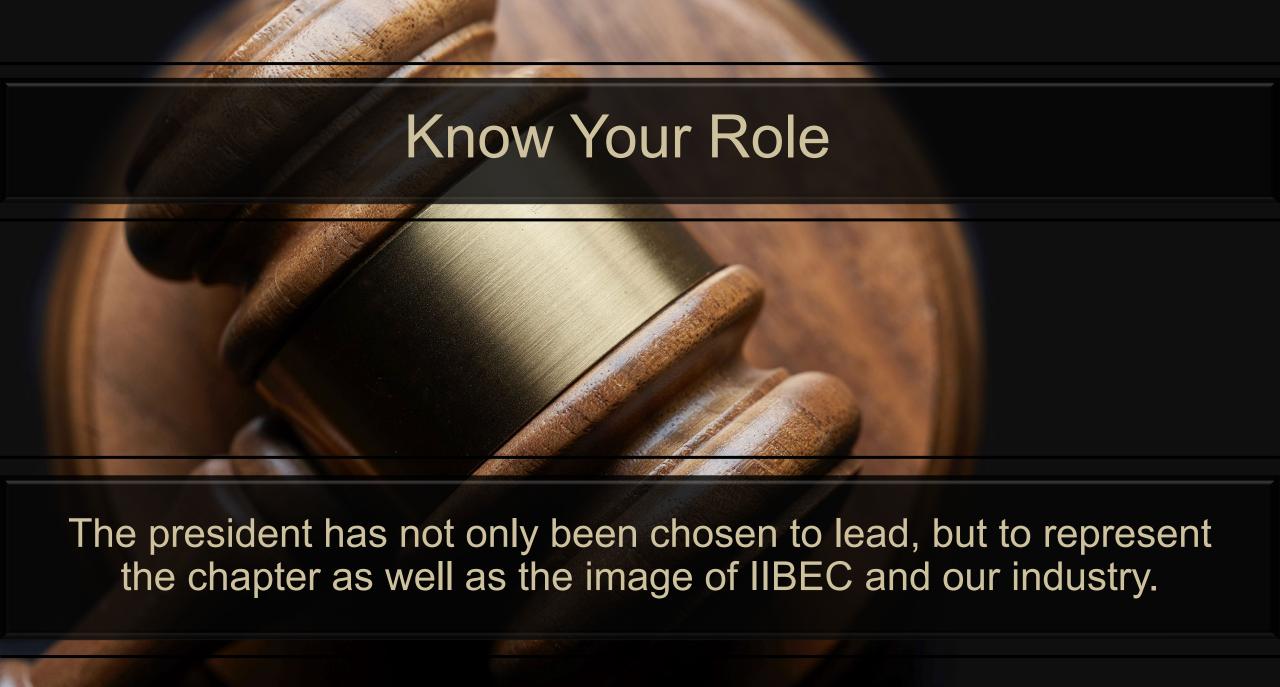
Vice President: Supports the Chapter President and represents the chapter through events and speaking engagements. Supports operations in finance and membership and attends all meetings.



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



**Treasurer**: Oversees all financial transactions of the chapter.





#### 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
- IIBEC'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

Transfer

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 IIBEC and chapters.
- Increase effectiveness of chapters in influencing local public policy issues.

Ellite

Members and registrants uphold the IIBEC Code of Ethics.

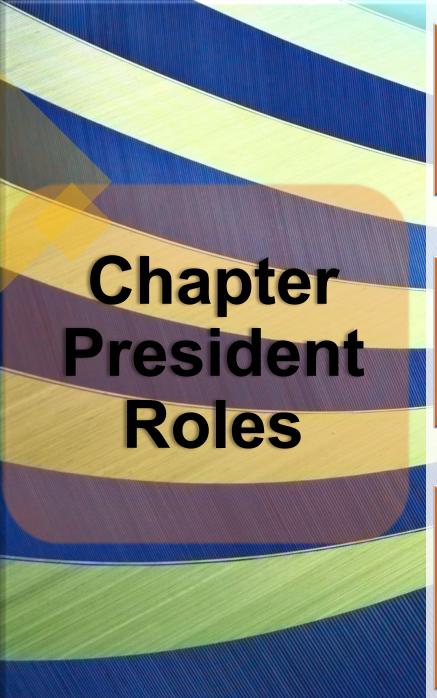
- Sustain awareness and enforcement of the IIBEC Code of Ethics.
- Promote value of members and registrants by showcasing the IBBEC Code of Ethics as a core value.

## 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 in their activities and objectives.

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#### 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 yearend 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

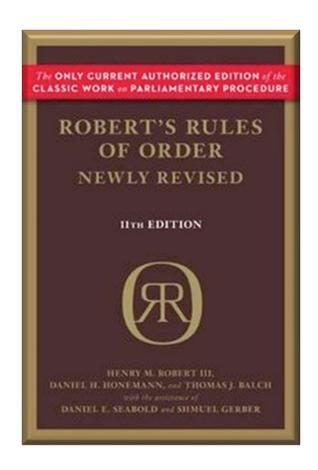
Use social media, reach out to new members, be accessible and visible.

#### 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





## 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

- 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

<u>csietmann@btc.expert</u>

- Region IV: Neal Johnson, RRO AIA neal@nealjohnsonllc.com
- Region V: Szymon Zienkiewicz, RRC, RRO szymon@enclosureconsulting.com
- 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