

IIBEC Affiliated Chapter Board Roles & Responsibilities



Chapter Secretary

Chapter Executive Committee Roles



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



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.



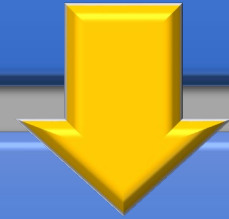
Secretary: Read on!



Treasurer: Oversees all financial transactions of the chapter.

Chapter Secretary

*Generally elected
as a one-year term*



*Voting member of
the chapter board*



*Attends all meetings
of the board and/or
membership*

Broad Roles



Minutes
Communication
Outstanding Chapter Award Application
Prepare additional reports as needed

Minutes

Minutes serve to both memorialize the actions taken for those attending the meeting as well as for those who were unable to attend the meeting.

DO

- DO record all motions, including second and final vote.
- DO record all actions to be taken. Updates on actions will be recorded during following meeting.
- DO record salient and important points.

DON'T

- DON'T record unnecessary criticism or arguments.
- DON'T record personal opinions.
- DON'T be afraid to ask for clarification.

Don't Forget!

It is best practice to complete your respective minutes within one week.

**Submit
your
minutes!**

Submit completed minutes to your region director for informational purposes and to qualify for points towards the current year's Outstanding Chapter Awards!

Submit completed minutes to your IIBEC-provided chapter website administrator for publication.

Communication

1

Facilitate communication between chapter and IIBEC and Region Director

2

Complete correspondence as requested by chapter board, region director, or IIBEC

3

Register delegates to the Annual Leadership Workshop and Convention

Attend Annual Leadership Workshop if treasurer is unable.

4

Notify IIBEC of newly elected chapter board members no later than January 15th

5

Email “Notice of Annual General Meeting” to all chapter members, region director, and IIBEC at least five days in advance of meeting or as amended by-laws require.

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 to assist in the preparation of the application throughout the year.



Reports



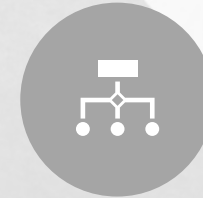
Prepare year-end report on chapter activities



Maintain the roster of members and committees (monthly updates provided by IIBEC)



Prepare and certify Outstanding Chapter Award application. *(Quarterly submissions earn full point value.)*



Maintain two files of correspondence and minutes – one is given to the successor and one is archived (may be done electronically)



Prepare and co-sign all formal instruments except those relating to treasurer's role.

In Review:

- Record topics, motions, and action items from all meetings.
- Correspondence, keep everyone up to speed on chapter activities!
- Prepare reports as needed, including the preparation of the Outstanding Chapter Award. Your chapter deserves recognition for its hard work, let us know what you all have been up to!

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**
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- **Region II: Mike Fell**
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- **Region III: Charles Sietmann, RRO, REWO, CCA, CIT**
csietmann@btc.expert
- **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**
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Tara Cottle, IIBEC Manager of Region & Chapter Relations: tcottle@iibec.org