

# *IIBEC Affiliated Chapter Board Roles & Responsibilities*

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## **Chapter Vice President**

# Chapter Executive Committee Voting Officers



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



**Vice President:** Read on!

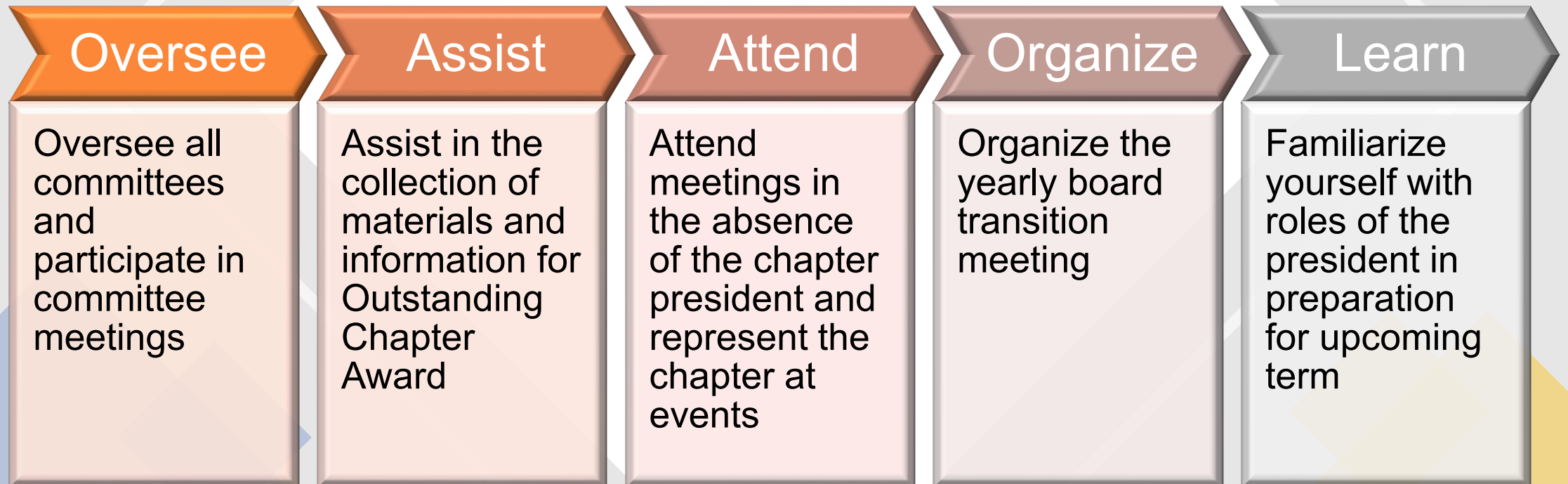


**Secretary:** Records chapter activity, manages correspondence, and prepares reports as necessary.



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

# Chapter Vice President Broad Roles





# Committees

The Chapter Vice President shall serve as an ex-officio member of all chapter committees and shall attend all committee meetings as his/her schedule permits.

- Advocacy
- Education
- Membership
- Marketing
- Financial
- Archival
- Technical
- Philanthropic



# 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, as well as the rest of the Executive Committee to assist your chapter secretary in the preparation of the application.







# Represent Your Chapter!

As a senior member of the chapter board, it is the role of the vice president to represent their chapter along with, or in place of, the chapter's president at meetings, chapter events, trade shows, or with industry affiliates! Who better to represent the interests of our members than our local leadership?





# Board Transition Meeting

The vice president is primarily responsible for the annual board transition meeting, assuring that the incoming board is fully briefed and current on chapter activities, best practices, passwords, and secret handshakes.

## IIBEC – “Name” Chapter Meeting

[Date]

[Time]

[Location]

Meeting called by:	Chapter President – “Name”	Type of meeting:	Yearly Transition Meeting
Facilitator:	Chapter President – “Name”	Note taker:	“Chapter Secretary”
Attendees:			

IIBEC - Chapter Bylaws (Attached to meeting announcement)  
IIBEC – Chapter Development Handbook (Attached to meeting announcement)  
IIBEC – Model Policy Guidelines (Attached to meeting announcement)  
IIBEC – Board Member Roles and Responsibilities (Attached to meeting announcement)  
Recommended Education topics for current year  
Recommended persons to replaced you on Chapter Board

Presenter	Time allotted
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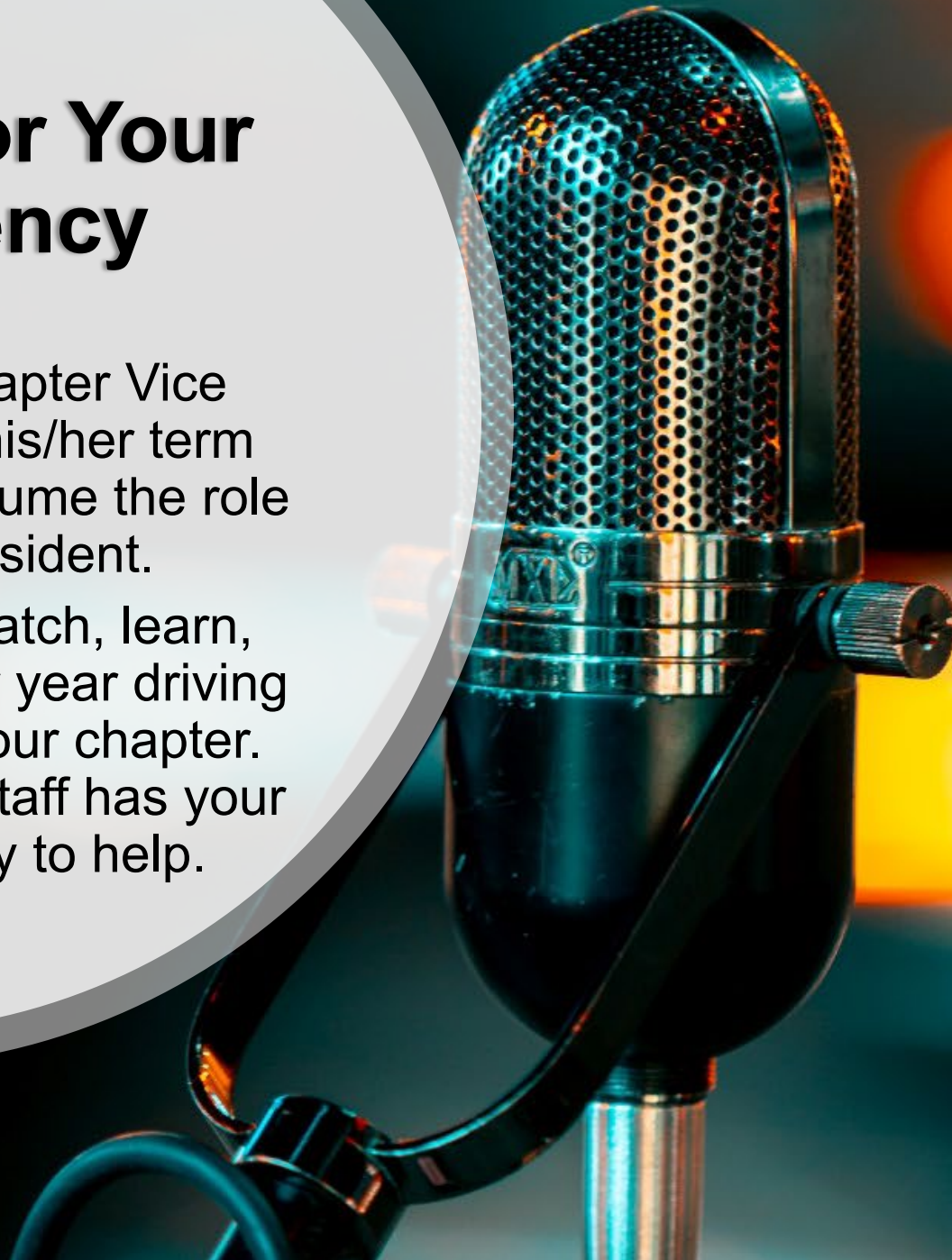
Info  
Necessary  
Responsibilities  
Training Modules” available on IIBEC  
ing and tax filing deadlines  
IRS: Canadian exemption letter  
as access to Chapter records  
es from previous years Leadership Workshop  
Leadership Workshop (Chapter VP / Branch Liaison(s)  
(and) Discuss attendance, dates, and travel plans  
Review Chapter Award Application and Develop timeline of  
submission: Note Qtr. and mid-year submissions  
✓ Review previous years’ education topics  
✓ Discuss current year education topics  
✓ Discuss current year social events

Special notes:

# Prepare for Your Presidency

Generally, the Chapter Vice President service his/her term and proceeds to assume the role of Chapter President.

Take this time to watch, learn, and prepare for your year driving the successes of your chapter. Don't worry, IIBEC staff has your back and is ready to help.





# 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**  
[mike.fell@be-ci.com](mailto:mike.fell@be-ci.com)
- **Region III: Charles Sietmann, RRO, REWO, CCA, CIT**  
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