

MODEL POLICY GUIDELINES MANUAL

FOR USE BY

IIBEC AFFILIATED CHAPTERS



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CHAPTER POLICY GUIDELINES

CHAPTER MEETINGS

Certain requirements for Chapter Meetings are set forth in Chapter Bylaws. In addition to the Bylaws provisions, the following are guidelines for Chapter Meetings.

1. A portion of the 1st quarter meeting is reserved for the Annual Chapter Meeting required by the Corporate Bylaws filed with the Secretary of State or presiding local legal jurisdiction.
2. The 4th quarter meeting is traditionally set aside for Chapter awards and installation of new officers. It may be shifted from the normal date to provide a more festive atmosphere. Refer to the special planning for this meeting under PAST PRESIDENT'S RECEPTION AND AWARDS BANQUET.
3. Very little of a business nature is carried on at Chapter Meetings except the Annual Chapter Meeting. Sufficient announcements, however, should be made to keep members abreast of IIBEC, Region, and Chapter activities.
4. Suggested scheduling for Chapter Meetings:

5:00 - 6:00	Board Meeting
6:00 - 6:30	Hospitality and Registration
6:40	Dinner Served with Technical Program Following Dinner
5. Recognize past presidents and introduce guests during the announcement period. This informal time preceding dinner is excellent for helping them to feel welcome and accepted. The Membership Chair identifies new members during registration and introduces them to officers and Directors.
6. Special arrangements to accommodate program needs are communicated by the Program Chair to the House Committee. Special set-ups should be requested at least 48 hours in advance.
7. Chapter Meetings will have a definite influence upon attendance and participation in IIBEC activities. Good fellowship, including the welcoming of new members and guests, good coordination with the hotel for facilities and meals and a good program is necessary for success.
8. All Chapter Branch activities must be approved by the Chapter Board of Directors. No Chapter Branch activities shall conflict with Chapter activities.

BOARD MEETINGS

Formation and actions of the Board are set forth in the Bylaws in ARTICLE IV - BOARD OF DIRECTORS. In addition to those provisions the following are guidelines for Chapter Board Meetings.

1. Board Meetings have normally been held at the meeting facility immediately before the Hospitality and Registration. Business can usually be conducted in sixty (60) minutes. A Board Meeting is normally held during the winter month of January to pre-plan the upcoming year. The January meeting is usually a half-day planning retreat. Location and time of summer Board meetings are generally at the discretion of the incoming President.
2. Although Bylaws give the vote on Chapter matters to members of the Board only, discussions of issues benefit from input from Committee Chairs.
3. The agenda for each Board meeting should include standard items of business, such as approval of the minutes from the previous Board meeting and presentation and approval of the Treasurer's report, reports from Committee Chairs, and old and new business
4. Informality is accepted, except when that informality will bring conflict with Bylaws. General discussion is encouraged. The Board Meeting is a time for the leaders of the Chapter to be brought up to date on the work of the various functioning components of the Chapter, and is a time for sharing accomplishments, solving problems, and making suggestions.
5. Those attending Board Meetings, Committee Chairs included, may be asked to serve on special committees.

PRESIDENT

More than any other office, the Presidency of a local Chapter is redefined by each person assuming the office. The degree of success each year is largely dependent upon the President. This person has been not only chosen to lead but also to represent the Chapter. The Chapter President is the image of local IIBEC to the Region, IIBEC, the construction industry and to the public in general.

1. The President's term is for one year, beginning January 1.
2. The President shall attend the following functions:
 - a. Chapter Board Meetings.
 - b. Chapter Meetings.
 - c. Committee Meetings as requested.

3. The President's duties include:
 - Selection of Committee Chairs.
 - Presiding at Chapter and Board Meetings.
 - Coordinating the activities of the various committees of the Chapter.
 - Delegating responsibility and authority; utilizing talent; involving the membership.
 - Appointing delegates to Annual Convention. Coordinating registration with Chapter Secretary.
 - Preparing a comprehensive year-end Chapter Report of the activities of the Chapter for submission to the Region Directors.
 - Assisting the Nominating Committee in selection of new Chapter leadership for the upcoming year.
4. As you carry out the duties of President, keep your Vice-President informed and involved. This is the time designated for the Vice-President to "learn the ropes." Smooth transition and continued strong leadership depend a great deal upon how actively you carry out this training.
5. Inform the Vice-President of year-end duties, including information transmittal to IIBEC and Region.
6. Serve as Chair of the Executive Committee.
7. Provide specific direction and coordination to the following committees through the Directors assigned to each committee:
 - a. Education.
 - b. Executive.

VICE-PRESIDENT

1. Use this year to familiarize oneself with the duties of the various committees, as well as related activities and general Chapter operations.
2. The Vice President's term is for one year, running concurrent with the President's term. At the completion of the President's one-year term, the Vice President will assume the office of the President.
3. The Vice President shall attend the following functions:
 - a. Chapter Meetings.

- b. Chapter Board Meetings.
 - c. Region Conference.
 - d. Annual Convention.
 - e. Meetings with Directors for which you are responsible.
 - f. Committee meetings, if practical or in absence of responsible Director, for which you are responsible.
4. Accept speaking engagements at every opportunity on behalf of the Chapter.
 5. Vice President: Provide specific direction and coordination to the following committees through input from the Directors assigned committee:
 - a. Finance.
 - b. Membership.
 6. Serve on the Executive Committee.

SECRETARY

1. Secretary shall attend the following functions:
 - a. Chapter Meetings.
 - b. Chapter Board Meetings.
 2. Take minutes of the Chapter Board Meetings and special meetings as requested by the President.
 - a. Prepare a minimum of 7 copies of minutes for monthly board meeting.
 - b. Make any additions or corrections to previous month's minutes in current month's minutes notes as "Corrections to _____(date) minutes".
 - c. Send copy of each set of minutes to Region Director.
 3. Correspond with IIBEC, Region Directors and others as required for smooth administration.
 4. Complete correspondence as directed by President and Board.
 5. Register Chapter's delegates to Annual Convention through the process set forth by IIBEC.
 6. No later than December 31, notify Region Director and IIBEC of newly elected officers and newly appointed Chairs. Coordinate with Vice-President. Include addresses, telephone, fax and e-mail addresses.
 7. Prepare year-end Chapter Report of activities; submit as soon as practical after 4th Quarter Board Meeting, but before the end of the month.
 8. Keep two files and records of minutes and correspondence. Pass one file to successor; submit one file to Archives Committee.
 9. Mail "Notice of Annual Meeting" to all members as required and described in Chapter Bylaws.
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TREASURER

1. Attend Board Meetings and Chapter Meetings.
2. Present monthly report to Board.
3. Maintain a current list of paid members.
4. Issue checks; keep books of Chapter's financial accounting. Require receipts for payments over \$50.00. Keep a balance sheet for each budgeted expenditure.
5. Prior to Chapter Meetings, secure approximately \$100.00 in small bills (\$5.00) for change for attendees paying cash.
6. At Chapter Meetings, receive monies from attendees, Reconcile payment with head count; sign and pay for meal. Require assistance from the House Committee to help with this procedure.
7. Bill those who returned meeting notice but who did not attend meetings; bill for full meal cost. Re-bill each month for unpaid balance. Coordinate with House Committee for members who owe past bills.
8. Receive projected budgets from each Committee Chair to establish a budget for the upcoming fiscal year. Work as a member of the Finance Committee to establish a budget for the upcoming year
9. Submit financial records to Audit Committee within 30 days of close of fiscal year.
10. Send copies of monthly report to Region Director within one week of Board Meeting at which it is approved.
11. Submit final financial report to President for inclusion in year-end Chapter Report to Region Director. Submit before the end of December.

IMMEDIATE PAST PRESIDENT

1. Attend Board Meetings and Chapter Meetings.
2. Prior to the end of your administration, assist the incoming President with the following:
 - a. Board nominations and Committee appointments.
 - b. Transmittal of nomination and appointment information to IIBEC.
 - c. Completion of year-end Chapter Reports to the Region.
 - d. Coordination of voting delegates to the Annual Convention.
 - e. Distribution of new Committee Volunteer Forms to membership

3. Be a resource person for the present Board; provide link from past administration to the present one.
4. Fulfill assignments from the Board; assist with committee work and special projects.
5. Work with Region Director in the development of new IIBEC Chapters.
6. Advise the President on Chapter, Region and IIBEC proceedings and relations. Assist the President with long-range planning requirements and assignments. Serve on the Executive Committee.

DIRECTORS

1. Attend the following functions:
 - a. Chapter Meetings.
 - b. Chapter Board Meetings.
 - c. Region Conference.
 - d. Annual Convention, if possible.
 - e. Committee meetings for which you are responsible.
2. Assist in providing continuity in Chapter activities from one fiscal year to the next. Provide a stabilizing and moderating influence during changes in administration.
3. Guide the activities of the Chapter and its officers in the direction of fulfilling the goals and purposes of IIBEC, the Region and the Chapter. Suggest Chapter activities and project that are needed to fulfill these goals and purposes.
4. Review current Chapter activities and projects and make suggestions, comments, or criticisms based on your past experience.
5. Keep a set of Board Meeting minutes. Refer to these and stay aware of the progress of activities, projects and assignments.
6. Carry out other special project assignments made by the President. This may involve serving as a Committee Chair, providing committee coordination with the Board, or assisting a committee in its work.
7. In this role of guidance, become aware of the structure and responsibilities of the various offices and committees. A Director often serves later in other roles within the Chapter.
8. In this role of guidance, the Directors will be designated to oversee the Chapter Committees to which they are assigned. This is intended for the specific purpose of having fully trained and knowledgeable Directors in the Chapter available for possible nomination to the office of Vice-President and ultimately to Chapter President. The assignments for committees are based on Director seniority (complexity of committee work) as follows:
9. Director Committee assignments:
 - a. Director 1:

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- 1) Education.
- 2) Executive.
- b. Director 2:
 - 1) Membership.
 - 2) Finance.

REGION DIRECTOR

1. The IIBEC Region Director shall serve as an ex-officio member of the Chapter Board of Directors.
2. The IIBEC Region Director shall attend all chapter board meetings in person or by conference call.
3. The IIBEC Region Director's term on the board automatically renews each year and extends to newly elected or appointed IIBEC Region Directors.

CHAPTER BRANCH LIAISON

1. A Chapter Branch Liaison elected by branch members shall serve on the Chapter Board of Directors for a one-year term.
2. The Chapter Branch Liaison shall report on all proposed Chapter Branch activities for approval by the Chapter Board of Directors. No Chapter Branch activities shall conflict with Chapter activities.
3. The Chapter Branch Liaison shall provide all Chapter Branch meeting minutes to the Secretary of the Chapter Board of Directors prior to each monthly board meeting.
4. The Chapter Branch Liaison shall notify the Chapter Board of Directors, no less than two (2) months prior to the year-end Board meeting, of the Chapter Branch's intention to form a new Chapter.

ACCOUNTANT

1. The accountant is responsible for accurate and timely filing of tax returns as well as consultation with Chapter officers and directors regarding non-profit status, etc.

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2. The accountant will probably not be a Chapter member and will be paid for services. Contact should be limited to the Chapter President and Chapter Treasurer, or someone authorized to act in their behalf.
3. The Chapter Treasurer is responsible for timely delivery of tax papers to the accountant.

ATTORNEY & AGENT OF RECORD

1. The Agent of Record is the person who receives all legal communications for the Chapter. This person is responsible for seeing that all legal papers are filed and that answers are given to legal matters in a timely fashion. The Agent of Record may be the Chapter Attorney.
2. Specific duties of the Agent of Record include:
 - a. Timely filing of papers of incorporation, including payment of fees.

COMMITTEE STRUCTURE

1. Committees form the structure by which the Chapter's work is accomplished. The Bylaws outline a comprehensive organization of committees that represent the many tasks a mature well-developed Chapter will undertake. Newer or smaller Chapters may not establish a separate committee for each task; responsibility can be combined when the work load is small.
2. Each Director will supervise two parent committees that have sub-committees grouped into their general area of responsibility. In a Chapter's early stage, several sub-committees are likely to be combined and committee leadership will be in the hands of just one or two people. It is expected that as the Chapters grow in size, their resources and needs will increase to a level that sub-committees will become separate bodies under the parent committee.
3. Each Director shall make recommendations to the President or Vice-President responsible for their parent committee as to the organizational structure for the upcoming year. The ability of the Chapter to develop sub-committees into separate units is dependent upon the Chapter's financial and personal resources. These organizational issues should be part of the planning meeting scheduled at the beginning of each new year.

EDUCATION COMMITTEE

1. Chair shall attend the following:
 - a. Chapter Meetings.
 - b. Chapter Board Meetings.

2. Chair shall meet with the incoming President to establish goals for Education Committee.
3. Formulate and execute a minimum of one educational seminar each year. Secure speakers and provide information on topics of particular local interest. Coordinate with House Committee on facility requirements. Set fees to cover expenses; don't plan to make a profit.
4. Coordinate with the Certification and Technical Chairs regarding training seminars for the RRO and RRC exams.
5. Use committee structure in planning and execution of the education programs. Delegate responsibility; involve more members.
6. Disseminate to the Chapter information received from the IIBEC Education Chair. Use newsletter, announcements at Chapter Meetings, dramatic promo "spots" or whatever material will work to further education within the Chapter. Promote the education programs of IIBEC.
7. Report to IIBEC Education Chair on education programs successes, problems and ideas. These can then be shared with other Chapters through the IIBEC liaison system.
8. Make regular reports at Chapter Board Meetings.
9. Become a resource of education events and ideas for the Chapter.
10. Make a year-end Chapter Report to the President, at the 4th Quarter Board Meeting, for distribution to Region Director.
11. Local Chapters may wish to establish sub-committees for certification and technical issues.
12. The following subcommittee responsibilities are included:

CERTIFICATION SUB-COMMITTEE

1. It is preferable that the Chair be a current RRO or RRC.
2. Attend Board Meetings and Chapter Meetings.
3. Make the membership aware of the deadlines and requirements for applicants for the RRO and RRC exams. Publish articles in the Chapter newsletter.
4. Work with the Education Committee and Technical Sub-Committee to provide an annual series of workshops specifically formulated to train candidates for the RRO and RRC exams. Provide approximately four evening seminars, one and one-half hours in duration, in February and March, with pertinent exam questions and study information.
5. Assist IIBEC Certification Coordinator in selecting Proctors for the RRO, and RRC exams.

6. Submit a year-end Chapter Report to the President at the 4th Quarter Board Meeting, for distribution to Region Director.

TECHNICAL SUB-COMMITTEE

1. Chair will attend the following functions:
 - a. Chapter Meetings.
 - b. Chapter Board Meetings.
2. Meet with President to establish goals for the Technical Committee.
3. Coordinate with the Certification and Education Committee Chairs regarding training seminars for the RRO and RRC.
4. Use committee structure for the review of technical documents written within the Chapter. Delegate responsibility to involve more members.
5. Manage and monitor the assignment of IIBEC documents to or from Chapter. Encourage participation in these programs.
6. Disseminate to the Chapter the information received from the IIBEC Technical Chair.
7. Report to the IIBEC Education Chair on programs, successes, problems and ideas for improvement. These can then be shared with other Regions.
8. Make regular reports at Chapter Board Meetings.
9. Transmit documents, assignments and other required information in a timely manner.
10. Become a resource of technical events and ideas for the Chapter.
11. Chair Technical Workshop Committee. Set proposed programs and budget for the year by the 1st quarter Board Meeting. Include one "stand-by" program in case of last minute cancellation.
 - a. Select a committee immediately. Confirm names with Chapter Board and begin to function in January.
 - b. Study from IIBEC resources for program suggestions.
 - c. Coordinate your committee activities with other Chapter committee activities and goals.
 - d. Set criteria for conduct of Technical Workshops and associated Committee meetings.
12. Plan program content for the Technical Workshop. Present limited scope programs with subjects having specific technical interest, or general appeal to all Chapter members. Consider:
 - a. A variety of diverse topics.
 - b. A series of theme related topics.
 - c. Current local problem areas.
 - d. Controversial subjects.

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- e. Informational and factual subjects (i.e. codes, laws, insurance, dispute resolution).
13. Allow adequate time to plan and organize each program.
- a. Select subject and knowledgeable participants.
 - b. Select method of presentation.
 - c. Invite participants:
 - 1) Inform them of program requirements and meeting specifics.
 - 2) Request biographical information, confirm program requirements.
 - 3) Offer to assist out-of-town participants with accommodations.
 - 4) Review speaker's program outline.
 - 5) Request speaker requirements for A/V aids.
 - 6) Add participants to mailing lists for month before, during and after program.
 - 7) Send letter of appreciation to participants after program.
14. Advise Editor and Chapter Board of future meeting specifics. Announce future Workshop programs at Chapter Meetings.
15. Assure the following Technical Workshop functions:
- a. Coordinate with House Committee for A/V equipment, special table/seating, program items and arrangements needed.
 - b. Introduce program participants.
 - c. Plant questions in audience if appropriate.
 - d. Thank participants at meeting end.
 - e. Accompany participants to Chapter Programs. Arrange for meal costs and introduce as applicable.
 - f. Evaluate program and members' reaction. Draft minutes for Editor and year-end report.
16. A Technical Program is scheduled for each Chapter Meeting with the exception of the year end Social/Awards Meeting.
17. Make a Year End Chapter Report to President at the 4th Quarter Board Meeting, for distribution to Region Director. Include:
- a. Programs presented (Dates, attendance, participants, subject matter, methods and other pertinent data).
 - b. Evaluation and suggestions for the coming year programs and budget.

EXECUTIVE COMMITTEE

- 1. Composed of the President, Vice President, Immediate Past President and other members selected by the President.
- 2. Attend Board Meetings and Chapter Meetings. Stay in touch with Region Director to determine Chapter, Region and IIBEC goals and direction.

3. Establish and record short and long range goals for the Chapter.
4. Keep the Board of Directors advised of Chapter direction. Make recommendations to Committees regarding implementation of programs.
5. Develop specific motions and recommendations for Board consideration.
6. Carry out directions given by the Board.
7. The following subcommittee responsibilities are included:

AWARDS SUB-COMMITTEE

Can be composed of:

Chapter Awards Chair
Region Awards Chair - Member of Region Awards Committee

1. Chair will attend Board Meetings and Chapter Meetings.
2. Region Awards: Refer to applicable Region Policy for categories, descriptions and submittal requirements prepared by Region Awards Chair.
 - a. Identify persons, associations, firms or Chapters worthy of recognition.
 - b. Submit identified entities for Board consideration by 2nd Quarter Board Meeting.
 - c. Complete required IIBEC Forms and submit to IIBEC Awards Chair, in required number and with supportive data, by designated deadline.
3. IIBEC Awards: Refer to applicable IIBEC Policy for categories, descriptions and submittal requirements prepared by Chapter Awards Chair.
 - a. Identify persons, associations, firms or Chapters worthy of recognition.
 - b. Submit identified entities for Board consideration at December Board Meeting.
 - c. Complete required IIBEC Forms and submit to IIBEC, in required number and with supportive data, by designated deadline.
4. Chapter Awards: Refer to applicable Chapter Awards Guide for categories and descriptions prepared by Chapter Awards Chair.
 - a. Identify persons, associations or firms worthy of recognition.
 - b. Submit identified entities for Board consideration at February Board Meeting.
 - c. Mail ballots with suggestions and information in 2nd Quarter issue of the newsletter
 - d. Receive ballots by 3rd Quarter. Tally and record.
 - e. Arrange and pay for awards plaques for presentation at 4th Quarter Awards Banquet. Present bills to Treasurer for reimbursement.
5. Submit a year-end Chapter Report to the President at the 4th Quarter Board Meeting for distribution to Region Director. Include Chapter, Region and IIBEC submittals, as well as subsequent acceptance or denial or submitted nominations.

BYLAWS SUB-COMMITTEE

1. Chair will attend Board Meetings and Chapter Meetings.
2. Stay informed on current IIBEC and Chapter Bylaws provisions. Interpret intent and assist Board in maintaining operation within Bylaws.

3. When an amendment to Chapter Bylaws is necessitated by IIBEC Bylaws amendment or by mandate from Chapter Board, appoint committee to assist in the review and amendment process. Members of the Bylaws Committee should be active, experienced members who are thoroughly familiar with the administration of IIBEC and Chapter.
4. Follow IIBEC Bylaws, Chapter Bylaws and procedures for the actual amendment process.
5. Maintain and update Chapter operating guide for Board approval.

NOMINATING SUB-COMMITTEE

According to Chapter Bylaws, the Nominating Committee is to be appointed by the Board not later than March 1st. There is no prescribed make-up for the Committee but it usually includes the current President as Chair. Members of the Committee should be well acquainted with the administration of the Chapter and should have first-hand knowledge of the qualifications of its active members.

1. List the positions to be filled; carefully consider Bylaw requirements that might apply to some of them.
2. Remember that the Chapter's success depends upon the quality of its leaders; and the quality of its leaders depends upon your decisions as a committee.
3. Match talents and skills to needed functions; Chapter Election is not a popularity contest. Nominees should be those individuals who have demonstrated an interest in serving the membership of local Chapter.
4. It should be the goal of the Nominating Committee to provide the Chapter with a flow of officers through the ranks, replenishing them each year with "new blood".
5. Hold necessary meeting(s) to produce the required Slate of Officers.
6. Follow the election proceedings as outlined under bylaw Article VI NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS.

PUBLICITY SUB-COMMITTEE

The Publicity Committee will attempt to get information regarding the Local Chapter of IIBEC and its meetings/ activities to the public through the following publications and organizations:

1. Major City and Neighborhood Newspapers.
2. Business Newspapers, Chronicles and Trade Magazines.

FINANCE COMMITTEE

1. Duties and responsibilities

- a. Analyze the Chapter's monthly financial statements in relation to budget.
- b. Interpret balance sheet, income and expense statements.
- c. Apply financial controls including budget.
- d. Assist the Treasurer on financial policies and affairs of the Chapter.
- e. Continually review current financial operations in relation to budget.
- f. Recommend budget adjustments to Board when required.
- g. Prepare proposed budget for the next fiscal year prior to 1st quarter Board meeting. The Vice-President, new Finance Committee members and Treasurer-Elect will attend the first meeting of the Finance Committee as observers.
- h. Make necessary adjustments to proposed budget as required by Board and resubmit at 1st Quarter Chapter Board meeting.
- i. Assure that appropriate tax returns and incorporation forms are filed with the appropriate national agencies and appropriate local jurisdictions.
- j. Review annual audit report and present an analysis at the first scheduled Board meeting after the beginning of the fiscal year.

2. Membership:

- a. Each member of the Finance Committee shall be a member of the Local Chapter.
- b. The committee shall be made up of a Chairperson and two other members, one of whom is the current Treasurer. Each member, with exception of the Treasurer shall serve for a period of two years, with their terms ending in alternate years. The Treasurer shall serve for the period of time for which he or she holds the elected office of Treasurer.
- c. Qualifications:
 - 1) General knowledge of accounting with ability to interpret balance sheet and income and expense statements.
 - 2) Knowledge of financial controls, including budgeting.
 - 3) Broad financial experience in business and familiarity with accounting and auditing procedures.

3. Meetings:

- a. A minimum of one per year and called as needed.
- b. Conduct a detailed review of the current financial operations of the Chapter and to recommend adjustments, if considered necessary.

4. Additional Sub-committee Responsibilities:

AUDIT SUB-COMMITTEE

It is a requirement of Chapter Bylaws that an audit be conducted at the end of each fiscal year to certify the keeping of financial records of the Chapter for that year. The Audit Sub-committee carries out this function. It is composed of:

Audit Sub-committee Chair
Vice President
Immediate Past President
Treasurer for the year being audited.
Member selected by Immediate Past President.

The audit should be held as early in 1st Quarter as the Treasurer can be ready.

1. Review the checkbook and register, bank statements and monthly Treasurer's Reports.
2. Gain a clear understanding of the expenditures; be willing to ask questions of the Treasurer or others involved in the budget process.
3. Be satisfied that the balance passed on as the beginning balance for the new fiscal year is correct; certify this in writing. Submit for inclusion in the Year-end Chapter Report to Region Directors.

MEMBERSHIP COMMITTEE

1. Chair shall attend Meetings and Chapter Meetings.
2. Conduct a Membership Recruitment Campaign:
 - a. Contact some active members to serve with you as Recruiters
 - b. Assign each from one to three specific firms to contact. Supply them with telephone numbers and prospective members' name, if available.
 - c. Follow up on the Recruiters to check progress.
 - d. When a Recruiter has given an application form to a prospective member, contact the prospect yourself for further follow up.
3. Once a Membership Application is submitted:
 - a. Check application for accuracy and completeness. See that check in proper amount is included.
 - b. Inform Board of applications at the next Board Meeting.
 - c. Distribute information from application to appropriate Board Members.
 - d. Submit application to IIBEC within three days of receipt.

4. At each Chapter Meeting, provide a Membership Information table to:
 - a. Welcome Guests and New Members; see that they are introduced to several established members and will be made to feel at ease. Work with the House Chair and Officers in this function.
 - b. Get attendance information from sign-in sheet and summarize it for announcements.
 - c. During announcements, recognize New Members.
5. Write a "Welcome" letter to New Members within two weeks after their applications have been approved. Include Chapter calendar in this correspondence.
6. Develop creative methods for emphasizing membership renewal; be the enthusiastic force behind the Chapter's membership efforts.
 - a. Provide IIBEC pins to New Members.
 - b. Offer IIBEC pins for sale to all members.

HOUSE SUB-COMMITTEE

Additional Sub-committee Responsibilities:

1. Chair shall attend Board Meetings and Chapter Meetings.
2. At the beginning of the fiscal year, establish year's schedule with the meeting facility representative, completing required forms. Give adequate notice of deviation from the original agreement.
3. Keep and arrange for display of Chapter banners for each meeting and special event.
4. Receive all meeting reservations that are faxed, phoned or mailed back. Prepare list of reservations for use at registration table.
5. Confirm details and count of each Chapter Meeting with the facility representative on the Friday proceeding the day of the meeting. Reconfirm registered attendees and AV requirements the day of the meeting.
6. Arrive early at Chapter Meetings. Be equipped with necessary writing implements and receipts. Treasurer will provide change.
7. Select well-known Chapter Members as members of your committee to serve as greeters. These people should help the Chair greet new members and guests, and should see that they are introduced to several established members as they arrive.
8. Notify Board when name-tag supply is low, in plenty of time for an order to be placed. (2 months)
9. Prepare a Year-end Chapter Report to President at 4th Quarter Board Meeting, summarizing the year's activities. Make suggestions for improvement in procedures.
10. Carry out special assignments as directed by the President or Board.

11. Assist in special menu and other special arrangements for Annual Awards Banquet and for Education Committee seminars.

PROGRAM SUB-COMMITTEE

1. Chair shall attend following functions:
 - a. Chapter Meetings.
 - b. Chapter Board Meetings.
2. Chair the Program Committee; coordinate efforts with Vice President. Set programs for the entire year, at least tentatively, by 1st quarter Board Meeting. Plan two extra programs in case of last minute cancellation.
 - a. Select a committee immediately and clear names with Chapter Board so committee can begin to function in January and February.
 - b. Be aware of activities and goals of other Chapter committee and relate their activities with those of your own committee.
 - c. Set criteria for conduct of meetings; plan program content. Perhaps set a program "theme" for the year.
 - d. Allow three months to plan and organize each program.
 - 1) Select subject.
 - 2) Select method of presentation.
 - 3) Invite participants.
 - 4) Inform them of program requirements.
 - 5) Provide meeting specifics.
 - 6) Request biographical information.
 - 7) Offer to assist out-of-towners with accommodations.
 - 8) Review speaker's program outline.
 - 9) Request A/V aids.
 - 10) Add to mailing list for month before, of, and after their program.
3. Advise Newsletter/Publicity Chair and Chapter Board of meeting specifics by the previous month's Board meeting.
4. At the Chapter Meeting:
 - a. Introduce program and participant(s).
 - b. Plant questions in audience if appropriate.
 - c. Thank participants at end of meeting.
 - d. Evaluate program and reaction of members; include in Year-end Chapter Report.
5. Coordinate with House Committee for special program items or arrangements needed, including A/V equipment, special seating, etc.
6. Make Year-end Chapter Report to President at 4th quarter Board Meeting for distribution to Region Director and the IIBEC international office. Include:
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- a. Programs presented (dates, participants, subject matter, methods, etc.)
- b. Attendance
- c. Evaluation and suggestions for coming year.

NEWSLETTER SUB-COMMITTEE

1. Chair shall attend the following functions:
 - a. Chapter Meetings.
 - b. Chapter Board Meetings.
2. Serve as Editor of the Local Newsletter:
 - a. Select a committee as soon as possible so that preparations can be made for the first newsletter issue.
 - 1) Mail sponsor letter/form solicitation to industry members in 1st quarter. Coordinate with Treasurer for invoice mailings
 - 2) Obtain bulk mail permit from U. S. Postal Service (if necessary).
 - 3) Select printer and secure monthly cost for services.
 - 4) Include graphics artist, reporters, typists (if needed), advertising salespersons, mailing crew.
 - 5) Choose persons with a variety of job types so that news they encounter will be varied.
 - b. Establish a monthly copy deadline and printing schedule for the year to allow ample mailing time for receipt of newsletter before monthly meetings.
 - c. Edit and proof submitted articles. Create artwork. Paste-up camera-ready for printer and submit to printer a minimum of two weeks prior to Chapter Meeting.
 - d. Secure mailing labels from Roster Chair. Affix labels to newsletter in zip code order, and deliver to designated Post Office a minimum of one and one-half weeks prior to Chapter Meeting. Submit check to U. S. Postal Service for postage due. Submit receipt to Treasurer for reimbursement.
 - e. Be alert to events of interest to IIBEC Members. Solicit information for publication.
3. Coordinate the other publishing efforts of the Chapter; Bylaw, publicity for education programs, media releases, etc.
4. Handle sales of advertising, including billings. Provide Treasurer with listing of advertisers. Deliver funds to Treasurer for deposit in checking account.
5. Submit expenses for newsletter, notices, and roster to Treasurer for reimbursement.

MEETING NOTICE SUB-COMMITTEE

1. Responsible for preparation, printing and distribution of Meeting Notices:
 - a. Procure Technical Workshop and Program Information by the first week of the month preceding the Chapter Meeting.
 - b. Prepare camera-ready notice and send to printer at least three weeks prior to the Chapter Meeting.
 - c. Fax Meeting Notice to members ten working days prior to meeting. Mail notice to members without a fax address. Submit receipts to Treasurer for reimbursement.

ROSTER SUB-COMMITTEE

1. Chair shall attend Board Meetings and Chapter Meetings.
2. Maintain a current roster of members that is sorted by Zip Code, complete with addresses and fax numbers. Maintain current with IIBEC roster. Retain non-renewed members on roster for two months.
3. Advise Board of per-request cost of mailing labels and mailing list for Chapter mailings by 1st quarter Board Meeting.
4. The membership roster is the property of the local Chapter and should not be furnished to others for use without Board approval. The decision of whether or not to sell the "mailing list" and amount to be charged will be determined by the Board.
5. Generate invoices for mailing lists provided to groups or companies on a charge basis sending copy to Treasurer for verification of payment. Suggested price is Fifty Dollars (\$50.00) for Industry & Consultant including postage, and Thirty Dollars (\$30.00) for either Industry or Consultant lists separately.
6. May be part of Newsletter Committee or separate entity:
 - a. Solicit sponsors and file sponsor product descriptions by CSI Divisions. Prepare and proof listing of sponsors by CSI Divisions.
 - b. Prepare and proof member listing by industry, consultant, student, intermediate, associate members and firms.
 - c. Prepare and proof additional copy for Product Directory and Roster.
 - d. Create cover art and other artwork.
 - e. Paste up on cover-board, copy, and send to printer for printing.
 - f. Secure mailing labels from Roster Sub-committee Chair; paste on mailing labels, arrange member directory in proper postal code order, and deliver to designated Post Office for mailing. Submit check to U. S. Postal Service for postage due.
 - g. Submit Roster expenses and invoices to Treasurer for reimbursement.
 - h. Attempt to run publication at a break even cost basis through use of Industry sponsorships.

SOCIAL SUB-COMMITTEE

Because these special occasions are considered more festive, they require more elaborate planning and setup than monthly Chapter Meetings. The Social Chair handles these responsibilities.

1. Holiday Social. This serves as the December meeting. A buffet dinner, with entertainment, has been well received recently.
2. Awards Banquet/Installation. Held as part of the December meeting. This function is usually in the form of a full dinner, with a cocktail reception honoring Past Presidents preceding dinner. It is often advisable to select a location other than the normal meeting location to set the evening apart as special, but can be family affair, such as a picnic.
3. Special Events such as outings to ball games.
4. All planning for these functions relative to location, space requirements, food and beverage is the function of the Social Committee. Final review of plans should be made by the Board.
5. For the Holiday Social and Awards Banquet, a large room is usually desired to facilitate the extended cocktail time and large number of guests.
 - a. If special AV requirements or seating are desired, alert the facility management and plan to be present to direct the set up.
 - b. Seating in the round is recommended, with no head table.
 - c. A podium and microphone set-up is required.
 - d. Photographs of the activities are required; videotaping is optional.
 - e. Be sure the Chapter banner is prominently displayed and visible in pictures of Awards Ceremony.
6. Door prizes seem to add to the evening's fun.
 - a. Table decorations make good door prizes; pick them with this in mind.
 - b. Purchase other door prizes as allowed by budget; present bills to Treasurer for reimbursement.
 - c. Solicit prizes from local merchants.
 - d. Set up a numbering system for drawing winners; coordinate it with the House Chair who will be signing in people at the door.
7. Coordinate plans with the President, Vice President and Award Chair. Fill whatever special requirements they have, working with the House Committee where appropriate.
8. The starting time of social functions is usually slightly later than a monthly meeting to allow members time to pick up spouse or date and still arrive on time, but picnics are usually held in early afternoon. There is no technical session preceding these functions.

Updated April 2019

END OF MANUAL