



<p align="center"><b>Board Position Description</b></p>	
<p><b>Title:</b></p>	VP of Certification
<p><b>Term:</b></p>	2 Years
<p align="center"><b>Section</b></p>	<p align="center"><b>Description</b></p>
<p><b>Role</b></p>	<p>The VP of Certification shall be responsible for the development of educational and development programs for our chapter members.</p>
<p><b>Key Responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. Provide and encourage exposure to BA best practices, the <i>Business Analysis Body of Knowledge® (BABOK®)</i> and technology awareness.</li> <li>2. Encourage networking and define subjects of interest to the community.</li> <li>3. Form study teams for Certified Business Analysis Professional™ (CBAP®) preparation.</li> <li>4. Work closely with IIBA, VP Professional Development and attend and periodically chair the monthly meeting for all chapter Professional Development VPs.</li> <li>5. Provide input to the IIBA VP Professional Development on new or enhanced products and service ideas (e.g., business analysis events, recommendations for the book store, nominating speakers).</li> <li>6. Address any concerns related to gaps in training and capabilities not available today to the BA community.</li> <li>7. Assist the IIBA VP Professional Development with the identification of potential education providers in the region.</li> <li>8. Collect and share learning's on:             <ol style="list-style-type: none"> <li>a. Courses attended with feedback on the quality of the course and whether it met <i>BABOK®</i> standards.</li> <li>b. Projects worked on, experience reports and BA success stories.</li> </ol> </li> </ol>

<b>Ad-hoc Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Commitment to the work of IIBA</li> <li>2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy</li> <li>3. Willingness to serve on committees</li> <li>4. Attendance at Board meetings</li> <li>5. Attendance at meetings of assigned committees</li> <li>6. Attendance at the AGMs</li> <li>7. Attendance at membership meetings</li> <li>8. Support of special events</li> <li>9. Support of, and participation in, special events</li> <li>10. Approve, where appropriate, policy and other recommendations received from the Board or its standing committees</li> <li>11. Monitor all Board policies</li> <li>12. Review the bylaws and policy manual, and recommend bylaw changes to the membership</li> <li>13. Review the Board's structure, approve changes and prepare necessary bylaw amendments</li> <li>14. Participate in the development of the chapter's organizational plans and annual review</li> <li>15. Approve the chapter's budget</li> <li>16. Support and participate in evaluating Director performance</li> <li>17. Assist in developing and maintaining positive relations among the Board, committees and the community to enhance the chapter's mission</li> </ol>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>● Written and skills</li> <li>● Good organizational and leadership skills</li> <li>● Creative thinking and planning skills</li> <li>● Familiarity with chapter bylaws and policies</li> </ul>
<b>Estimated Monthly Time Commitment</b>	10-15 hours