



Board Position Description	
Title:	VP of Communication
Term:	2 Years
Section	Description
Role	The VP of Communications primary objective is to direct communications of the organization. This position works in conjunction with the VP of Marketing to utilize media and voice to communicate the mission and goals of the IIBA at both the chapter and international level.
Key Responsibilities	<ol style="list-style-type: none"> 1. Create the Membership Value Statement 2. Share links and information provided for pertinent sites among members at monthly general meetings and on the local chapter website 3. Gain approvals necessary from “new”* content owner when publishing their content on the website. Upload approval to the BOD document retention library. *Request only if there is currently no approval on file. 4. Responsible for Handouts and brochures when necessary 5. Write content for BA Topics (formerly BA Goodies) on chapter website 6. Create content for the local chapter LinkedIn Group 7. Provide back-up to VP of Technology for website content updates 8. Provide back-up to Secretary for membership management
Ad-Hoc Responsibilities	<ol style="list-style-type: none"> 1. Commitment to the work of IIBA 2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy 3. Willingness to serve on committees 4. Attendance at Board meetings 5. Attendance at meetings of assigned committees 6. Attendance at the AGMs 7. Attendance at membership meetings 8. Support of, and participation in, special events 9. Approve, where appropriate, policy and other recommendations received from the Board or its standing

	<p>committees</p> <ol style="list-style-type: none"> 10. Monitor all Board policies 11. Review the bylaws and policy manual, and recommend bylaw changes to the membership 12. Review the Board’s structure, approve changes and prepare necessary bylaw amendments 13. Participate in the development of the chapter’s organizational plans and annual review 14. Approve the chapter’s budget 15. Support and participate in evaluating Director performance 16. Assist in developing and maintaining positive relations among the Board, committees and the community to enhance the chapter’s mission
Required Skills	<ol style="list-style-type: none"> 1. Established network across St. Louis companies, or willingness to build an established network 2. Understanding of marketing concepts and the ability to promote the value of the IIBA and local chapter 3. Ability to stay current with news, articles, webinars, learning opportunities, etc., which will be of interest to our members 4. Solid understanding of the business analysis discipline and ability to write content for the chapter website and other communication avenues
Estimated Monthly Time Commitment	10-15 hours