



Board Position Description	
Title:	President
Term:	2 Years
Section	Description
Role	The role of the chapter president is to provide leadership to the Board of Directors and drive the development of the St Louis IIBA Chapter. The president provides the liaison role to the international organization, ensuring that the board is kept up to date on changes and the St. Louis Chapter is compliant with changes mandated by the IIBA or local regulations.
Key Responsibilities	<ol style="list-style-type: none"> 1. Ensure the board adheres to its bylaws and constitution; and oversees board affairs. 2. Ensures compliance with the Chapter Website Standards Policy 3. Reviews financial reports 4. Prepare the Board's agenda with input from the Board Members 5. Chair Board meetings 6. Encourage Board Members to participate in meetings and activities <ol style="list-style-type: none"> a. Keep the Board's discussion on topic by summarizing issues b. Keep the Board's activities focused on the organization's mission 7. Follows-up on board member action items. 8. Evaluate the effectiveness of the Board's decision making process 9. Appoint committee chairpersons 10. Orient Board Members and committee chairpersons to the Board 11. Serve as ex officio member of committees and attends their meetings as required 12. Ensure there is a process to evaluate the effectiveness of Board Members using measurable criteria 13. Act as one of the signing officers for disbursements checks and other official documents 14. Play a leading role in supporting special events 15. Promote the organization's purpose in the community and to the media 16. Prepare a report for the AGM

	<ul style="list-style-type: none"> a. Ensure programs and services are implemented b. Ensure that the Board governs as well as manages programs and services
Ad-hoc Responsibilities	<ul 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. Leads board through formation of the strategic plan 4. Establishes nomination and election processes 5. Willingness to serve on committees 6. Attendance at Board meetings 7. Attendance at meetings of assigned committees 8. Attendance at the AGMs 9. Attendance at membership meetings 10. Support of special events 11. Support of, and participation in, special events 12. Approve, where appropriate, policy and other recommendations received from the Board or its standing committees 13. Monitor all Board policies 14. Review the bylaws and policy manual, and recommend bylaw changes to the membership 15. Review the Board's structure, approve changes and prepare necessary bylaw amendments 16. Participate in the development of the chapter's organizational plans and annual review 17. Approve the chapter's budget 18. Support and participate in evaluating Director performance 19. Assist in developing and maintaining positive relations among the Board, committees and the community to enhance the chapter's mission
Required Skills	<ul style="list-style-type: none"> 1. Proven leadership and team building skills 2. Solid understanding of the BABOK and disciplines of business analysis 3. Understanding of the chapter bylaws 4. Negotiation and conflict resolution skills 5. Public Speaking skills
Estimated Monthly Time Commitment	10-15 hours