**Edmonton IIBA® Chapter Nomination Form**

The following positions will be elected to serve for two years starting at the date of the AGM of April 26, 2018.

* President
* Vice President (VP) Communications
* Vice President (VP) Education and Professional Development
* Vice President (VP) Events
* Vice President (VP) Marketing

Nominations are now open to any Edmonton IIBA member whose membership is in good standing.

***Nominee Information***

|  |  |
| --- | --- |
| Full Name |   |
| IIBA Member Number |   | Telephone |   |
| Email |   |
| Position of Interest |   |
| Signature |   |

***Nominator Information***

**Nominator 1**

|  |  |
| --- | --- |
| Full Name |   |
| IIBA Member Number |   | Telephone |   |
| Email |   |

\*Nominations are open until Wednesday April 18, 2018.

Nominations will be accepted by email to iiba\_EDM\_Nomination@outlook.com

General information on these board roles and responsibilities:

1. President
2. The President shall be the chief executive officer for the Edmonton Chapter and of the Board of Directors, and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board.
3. In alignment with the mandate of the IIBA, the President is accountable for establishing the strategic direction for the Edmonton Chapter and for ensuring that the Board collectively contributes to the achievement of that strategy, as well as the Edmonton Chapter’s sustainability.
4. Specific accountabilities include, but are not limited to:

i. Stewardship of the Edmonton Chapter’s strategy, i.e., mission, vision and strategic objectives;

ii. Performance of the Board and its individual Directors;

iii. Ensuring Board member succession, including appointments of replacement Board members to vacant positions;

iv. Managing appointments of Nominating Committee members for each election year, appointments of committees, committee chairpersons and representatives to task teams with Board approval;

v. Ensuring the development and implementation of effective and efficient Board policies, procedures, roles and structures; and

vi. Ensuring the development of Board meeting and General Meeting schedules and agendas and presiding over, or appointing the Secretary to preside over all Board meetings and General Meetings;

1. Vice President (VP) Communications

The VP Communications is responsible for the promotion of the Edmonton Chapter and the IIBA through the timely dissemination of information to both the Edmonton Chapter membership and business community, using appropriate means to accomplish the objective.

1. Vice President (VP) Education and Professional Development

The Vice President of Education & Professional Development is responsible for:

1. Evaluating, recommending and organizing professional development – activities and/ or event that will increase the competence of the business analysis community; and
2. Helping Business Analysts achieve their professional certification, and are consistent with the overall mandate of the IIBA.
3. Vice President (VP) Events
4. The Vice President of Events is responsible for the planning and delivery of the Edmonton Chapter events.
5. The VP of Events is responsible for the development of the annual events plan, including the planning and delivery of event schedules, speakers, logistical arrangements, registration and related record-keeping.
6. The content of these events is to be consistent and in accordance with the objectives of the Edmonton Chapter, the IIBA and with the approval of the Edmonton Chapter Board of Directors.
7. Vice President (VP) Marketing

The Vice President of Marketing is responsible for the strategy, tactics and programs to create interest, demand and recognition for the Edmonton Chapter.