

## **IABC Wellington Board Job Descriptions (task lists)**

### **President**

- Liaise with other chapter Presidents, Region and international
- Liaise with other organisations seeking support from IABC
- Prepare and submit quarterly Chapter Reports to executive board three times per year (i.e. end Dec, early May, mid August)
- Send welcome email to new members
- Chair monthly board meetings
- Ensure overall governance and adherence to IABC vision and integrity
- Attend regional meeting if possible, or appoint delegates
- Train successor

### **Vice President**

- Train as successor to President
- Support President and conduct meetings in President's absence
- Liaise with various Directors to ensure success of overall programmes and initiatives
- Recruit volunteers for committees
- Take responsibility for award submissions
- Train successor

### **Membership Chair**

- Actively recruit new members
- Prepare monthly membership report for board meetings
- Provide membership status for President's Chapter Reports
- Send email to members about to expire
- Follow up lapsed members
- Develop and coordinate membership recruitment initiatives (e.g. membership month, membership recruitment materials)
- Work with Communications Director to promote membership benefits
- Takes proactive approach to increasing IABC Wellington profile with potential members
- Train successor

### **Treasurer**

- Prepare monthly financial reports for board meetings
- Provide financial status for President's Chapter Report
- Keep financial records and bank account information for chapter
- Pay invoices and reimburse board members for approved expenses
- Prepare end of year report for AGM
- Prepare end of year tax return
- Train successor

## **Communications Director**

- Take proactive approach to increasing IABC Wellington profile with potential members
- Plan and implement publicity program to increase IABC profile
- Prepare budget for communications activities
- Work with President and rest of board to issue monthly newsletter
- Email notices of upcoming meetings/events to members (working with PD Director)
- Train successor

## **Professional Development Director**

- Take an overview role of IABC monthly events program to ensure consistency, variety and alignment with IABC mission
- Prepare professional development programme, including budget
- Plan/coordinate monthly membership meetings, proactively seeking speakers and topics
- Coordinate professional development workshops/master classes
- Write promotional material for newsletter editor/Communications Director
- Prepare meeting and workshop notices to members and prospective members (to be distributed by Communications Director)
- Send appropriate thank-yous to speakers
- Assist President with quarterly activity report (Chapter Report)
- Trains successor

## **Secretary**

- Organise monthly board meetings
- Seek agenda items from board and then issue agenda for monthly board meetings
- Take and issue minutes for monthly board meetings
- Takes RSVPs for events/meetings and informs PD Director
- Maintains records of attendance and provides list to Membership Chair, including new prospects
- Assist President with Chapter Report
- Assist Treasurer as required, including taking money at meetings
- Assist Professional Development Director and others to coordinate and organise member meetings/events and master classes

## **Webmaster**

- Design and maintain chapter home page
- Maintain membership information on web
- Plan technology related programmes in cooperation with the Professional Development Director

**Potential other roles:**

- Development Director (Sponsorship)
- Awards Director
- Job Relations Chair
- Accreditation Director