



**Heartland Chapter of the International  
Institute of Business Analysis**

# Bylaws

Amended October 14, 2018

**Table of Contents**

Bylaw 1 – Name & Territory..... 3

Bylaw 2 – Objective..... 3

Bylaw 3 – Composition..... 4

Bylaw 4 – Membership ..... 4

Bylaw 5 – Chapter Calendar..... 5

Bylaw 6 – Officers and Directors..... 6

Bylaw 7 – Board of Directors Responsibilities ..... 9

Bylaw 8 – Nominations and Elections..... 10

Bylaw 9 – Committees ..... 11

Bylaw 10 – Finance..... 11

Bylaw 11 – Ratification and Amendments..... 12

Bylaw 12 – Dissolution ..... 12

Bylaw 13 – Indemnification..... 12

Appendix 1 – Board of Directors Job Descriptions ..... 13

    Duties of the President..... 15

    Duties of the Secretary ..... 15

    Duties of Treasurer ..... 16

    Duties of the Past President ..... 16

    Duties of Vice President(s) ..... 16

## **Bylaw 1 – Name & Territory**

Section 1: This organization shall be called the Heartland Chapter of the International Institute of Business Analysis, in Omaha, Nebraska (hereinafter “the CHAPTER”). This organization is a Chapter chartered by the International Institute of Business Analysis, (hereinafter “IIBA®”) and separately organized. This document is the general bylaws of the Heartland Chapter of the International Institute of Business Analysis, in Omaha, Nebraska which regulate the operation of this organization.

Section 2: The principal office of the Chapter shall be located in Omaha in the State of Nebraska.

Section 3: The Chapter and Volunteers are responsible to the duly elected IIBA Board of Directors and is subject to all IIBA® policies, procedures, rules and directives lawfully adopted.

Section 4: The Chapter shall meet all legal requirements in the jurisdiction in which the Chapter conducts business or is incorporated and/or registered.

Section 5: The Bylaws of the Chapter may not conflict with the current IIBA’s Bylaws and all policies, procedures, rules or directives established or authorized by the IIBA Board of Directors as well as with the Chapter’s Charter with IIBA®.

Section 6: The terms of the Charter executed between the Chapter and IIBA®, including all restrictions and prohibitions, shall take precedence over these Bylaws and other authority granted hereunder.

## **Bylaw 2 – Objective**

Section 1: The mission of the Chapter is to develop professionals and leaders that ensure their organization’s strategic objectives are achieved through cutting-edge business analysis techniques.

Section 2: The objectives of the Chapter are to:

- Provide quality education and professional development through industry leaders
- Provide opportunities to connect and collaborate with like-minded professionals
- Provide leadership opportunities through volunteering with the chapter
- Raise value and awareness of the profession to local organizations
- Develop a thriving local BA community
- Achieve financial security and sustainability for the chapter
- Develop Business Analysis professionalism by providing a variety of stimulating high quality programs
- Providing a forum for knowledge sharing for our members
- Build a strong enduring membership base of business analysis professionals by providing value-added services

Heartland Chapter of the International Institute of Business Analysis (IIBA®) Bylaws

Amended October 14, 2018

### **Bylaw 3 – Composition**

Section 1: The Chapter shall consist of an elected President and Board of Directors and shall not be used for the promotion of candidacy of any person seeking public office or preferment or the promotion of any commercial enterprise.

### **Bylaw 4 – Membership**

Section 1: Membership in this organization is voluntary and shall be open to any eligible person interested in furthering the purposes of the organization. Membership shall be open to all eligible persons without regard to race, creed, color, age, sex, marital status, international origin, religion, or sexual orientation.

Section 2: Membership in the Chapter requires membership in IIBA®. The Chapter shall not accept as members any individuals who have not been accepted as IIBA members.

Section 3: “Members in Good Standing” can vote in Chapter elections and hold office. Members in good standing shall be defined as Chapter Members who have paid both IIBA® and Chapter dues, as verified by the VP of Membership.

Section 4: Members shall be governed by and abide by the IIBA® Bylaws and by the Bylaws of the Chapter and all policies, procedures, rules and directives lawfully made thereunder.

Section 5: All members shall pay the required IIBA® and Chapter membership dues and in the event that a member resigns, membership dues shall not be refunded by IIBA® or the Chapter.

Section 6: In the event that a member relocates, chapter dues will not be transferred to the member’s new chapter nor will they be refunded to the member.

Section 7: An individual applying to be a local chapter member must be an IIBA® member in good standing and must complete the chapter’s membership registration form. Membership will be effective from the first day of the month following the date the financial transaction is processed.

Section 8: Membership in the Chapter shall terminate upon the member’s written resignation, failure to pay dues or expulsion from membership for just cause as defined within the international bylaws. These rules apply to Chapter Board members as well as the general membership.

Section 9: The Chapter Board of Directors will exercise the right to terminate membership based on just cause. The member may appeal the decision to the Chapter Board of Directors or elevate it to the

International Board of Directors. The effective date of termination will be determined by the Chapter Board of Directors and will be formally communicated to the terminated member.

Section 10: Members who fail to pay the required local chapter dues and are delinquent over 30 days will have their names removed from the official local chapter membership list of the Chapter. A delinquent member may be reinstated by making payment in full of all unpaid dues for the Chapter.

Section 11: Upon termination of membership in the Chapter, the member shall forfeit any and all rights and privileges of membership to said chapter.

Section 12: The membership database and listings provided by IIBA® to the Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the Chapter, consistent with IIBA policies.

Section 13: The Board of Directors of the Chapter may establish different categories of membership and define the respective rights and privileges of each category.

## Bylaw 5 – Chapter Calendar

Section 1: The Chapter will target the following minimum schedule of events.

Event	Timeframe
Membership Meeting	Quarterly
Annual General Meeting (AGM)	May (1 <sup>st</sup> year) 4 <sup>th</sup> Quarter Prior to Election Year (subsequent years) Note: May be combined with a Membership Meeting.
Chapter Board Meeting	Monthly
Committee Meeting	Bi-monthly / As Needed
Management Steering Committee Meeting	Annual
Chapter Professional Development Events	Monthly

Section 2: Notice of meetings

Meeting	Called By	Notice Period	Minimum Attendance	Notice Form
AGM	President	30 days	10% membership	Email
Membership Meeting	VP Professional Development & Events	14 days	As Required	Email
Chapter Board Meeting	President	30 days	50% Board	Email
Committee Meeting	Committee Chair	As required	As Required	Email
Management Steering Committee Meeting	President	14 days	As Required	Email
Chapter Professional Development Events	VP Professional Development & Events	14 days	As Required	Email

Heartland Chapter of the International Institute of Business Analysis (IIBA®) Bylaws

Amended October 14, 2018

Section 3: Changes or modifications to Chapter Calendar must be submitted to the President to be discussed at the next Board Meeting.

Section 4: The President of the Chapter will chair the Board meeting. Voting will occur by a show of hands or by a polling of members. Decisions and acceptance are based on majority votes.

## **Bylaw 6 – Officers and Directors**

Section 1: The Chapter shall be governed by a Board of Directors. There will be nine elected officers to serve in the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Vice President (VP) Communications & Marketing
- Vice President (VP) Technology
- Vice President (VP) Professional Development
  - CBAP Study Group
- Vice President (VP) Events
- Vice President (VP) Membership

All officers shall be members in good standing of IIBA® and of the Chapter. Officers will be elected by majority vote of Chapter members in accordance with Bylaw 8. The officers will serve two-year terms of office, staggered so that approximately half of the officer(s) are elected each year, to provide continuity. The President and Treasurer terms are staggered to ensure one signature officer position is filled at all times.

As the Chapter increases its membership, the duties and responsibilities for each of the VPs will expand. As a result, new VP positions will be put forward at the AGM for approval by the membership. Once approved, the terms of reference will be sent by the President to all the membership.

Upon election, these Officers will immediately become members of the Board of Directors. To provide for a transition that is not disruptive to Chapter operations or the membership, incumbents will support the newly elected officers for no fewer than 60 days following the election. Officers shall be eligible to serve multiple terms. Officers will be elected and will serve from the AGM until the AGM held two years thereafter. The following chart illustrates the election rotation process:

Odd Years	Even Years
President	Treasurer
Vice President	Secretary
Vice President (VP) Communications & Marketing	Vice President (VP) Events
Vice President (VP) Professional Development	Vice President (VP) Membership
Vice President (VP) Technology	

Each elected officer will serve a two-year term of office. The terms will be staggered to provide organizational continuity. The following chart illustrates the election rotation schedule:

**Election Schedule**

Position	Odd Years	Even Years
President	X	
Vice President	X	
Vice President Professional Development	X	
Vice President Events		X
Vice President Communications & Marketing	X	
Vice President Technology	X	
Secretary		X
Treasurer		X
Vice President Membership		X

Section 2: A standing Board Member must resign their current position if elected for a different position.

Section 3: The President shall:

- Be the chief executive officer for the Chapter and of the Board
- Perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board
- Serve as a member ex-officio with the right to vote on all committees
- Develop and deliver sponsorship programs
- Be responsible for planning and organizing the Chapter’s Management Steering Committee meeting and maintaining those relationships
- Assemble and oversee the Nominations and Elections Committee

Section 4: The Vice President shall:

- Be the backup of the President for the Chapter and of the Board
- Be responsible for planning and organizing the Chapter’s Annual Conference.
- Conference Chair Responsibilities – Major Decisions on conference, Venues for Conference

- Special Election

Section 5: The Secretary shall:

- Keep the records of all business meetings of the Chapter and meetings of the Board
- Maintain official Chapter communications and records

Section 6: The Vice President Communications & Marketing shall:

- Be responsible for the timely dissemination of information both to and from the Chapter membership, using appropriate means to accomplish the objective and is also responsible for the promotion of the local Chapter and IIBA to internal and external publications
- Be responsible for ensuring the Chapter does not breach the intellectual property rights of IIBA or any third party
- Be responsible for the content of all outgoing communication to the Chapter distribution. Such content must be reviewed by the Board and approved by at least the VP Communications and Marketing.

Section 7: The Vice President Professional Development and Events shall:

- Be responsible for promoting Business Analysis Professionalism through the organization and delivery of educational publications, seminars, and workshops designed to help Business Analysts achieve certification as Business Analysis professionals
- Be responsible for the Chapter's professional development programs designed to increase the competence of the business analyst community including CBAP study groups
- Be responsible for the development and delivery of programs relating to business analysis for each scheduled membership meeting. The content of these programs is to be consistent and in accordance with the objectives of the Chapter and with approval of the Chapter's Board

Section 8: The Vice President Events shall:

- The Vice President of Events will be responsible for planning and organizing the Chapter's quarterly membership meetings, social activities and ice breakers

Section 9: The Vice President Membership shall:

- Manage the Chapter's records pertaining to its membership
- Be responsible for the development and execution of a Chapter membership plan that assures continued growth through aggressive recruiting and partnering with major community employers
- Retain Membership

Section 10: The Past President shall:

- Assist the President in liaison with IIBA if and when required
  - Attend board meetings and remain available to assist the new President for 6 months after the transition has occurred, without voting privileges
- Heartland Chapter of the International Institute of Business Analysis (IIBA®) Bylaws

Amended October 14, 2018



Section 11: The Vice President Technology shall:

- Monitoring and continued maintenance of the Chapter's website and e-mail systems
- Implementation, monitoring, and maintenance of all other technology solutions implemented in support of Chapter operations

Section 12: The Treasurer shall:

- Oversee the management of funds for duly authorized purposes of the Chapter
- Prepare and submit any requested or required reporting to support the Chapter's compliance with tax, legal and regulatory obligations
- Maintain Chapter financial records and budgets

See Appendix 1 for further description of all roles and responsibilities.

## **Bylaw 7 – Board of Directors Responsibilities**

Section 1: The Chapter shall be governed by the Board of Directors. The Board shall be responsible for carrying out the purposes and objectives of the Chapter.

Section 2: The Board shall consist of the officers of the Chapter elected by the membership. All Officers shall be members in good standing of IIBA® and of the Chapter.

Section 3: The Board shall exercise all powers of the Chapter, except as specifically prohibited by these Bylaws, the IIBA® Bylaws and policies, and the laws of the jurisdiction in which the organization is incorporated/registered. The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these Bylaws and IIBA® Bylaws and policies, and to exercise authority over all Chapter business and funds.

Section 4: The Board shall meet at the call of the President, or at the written request of three (3) members of the Board directed to the Board Secretary. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each member shall be entitled to one (1) vote and may take part and vote. At its discretion, the Board may conduct its business by teleconference, facsimile or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.

Section 5: The Board of Directors may declare an officer position to be vacant where an officer ceases to be a member in good standing of IIBA® or of the Chapter by reason of non-payment of dues, or where the officer fails to attend three (3) consecutive Board meetings. An officer may resign by submitting written notice to the President. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

Heartland Chapter of the International Institute of Business Analysis (IIBA®) Bylaws

Amended October 14, 2018

Section 6: An officer may be removed from office for just cause in connection with the affairs of the organization by a two-thirds (2/3) vote of the members present and in person at an official meeting of the membership, or by a two-thirds (2/3) vote of the Board.

Section 7: If any officer position becomes vacant, the Board may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. In the event the President is unable or unwilling to complete the current term of office, an Interim President will be appointed by the remaining Board members. This appointment shall be in effect for the remainder of that term.

Section 8: If and when the board can convene a quorum, the board has the power to:

- amend bylaws
- amend objectives
- commit the local chapter to contractual arrangements
- terminate any individual member for violation of a bylaw or an IIBA bylaw

Section 9: If the membership is dissatisfied with actions taken by the board, a petition signed by 60 percentage of the membership, can be submitted to the President and the issue(s) will be tabled at a special meeting of the members or the next scheduled member meeting, for action.

## **Bylaw 8 – Nominations and Elections**

Section 1: An Election Committee shall prepare a slate containing nominees for each Board position and shall determine the eligibility and willingness of each nominee to stand for election. Candidates for Board positions may also be nominated by petition process established by the Election Committee. Elections shall be conducted using one or more of the following methods:

- In person, prior to the annual meeting of the membership
- By electronic polling of the membership
- By mail ballot to all voting members in good standing

The following guidelines must be adhered to when preparing ballots for elections:

- Each nominee must be a "member in good standing" of IIBA® at the time of election
- Candidates will be required to complete a profile and/or speak to the membership prior to voting

The candidate who receives a majority of votes cast for each office shall be elected. Ballots shall be counted by the Election Committee or by tellers designated by the Board. Electronic polling shall mean the determining of a question or of an election by casting a vote by electronic means, including online voting and voting by email.

Heartland Chapter of the International Institute of Business Analysis (IIBA®) Bylaws

Amended October 14, 2018

Section 2: No current member of the Election Committee shall be included in the slate of nominees prepared by the Committee.

## **Bylaw 9 – Committees**

Section 1: The Board may authorize the establishment of committees to advance the purposes of the organization. The Board shall establish a charter for each committee, which defines its purpose, authority and outcomes. Committees are responsible to the Board and specific Officers are responsible for committees as assigned.

Section 2: The President with the approval of the Board shall appoint all committee members and a chairperson for each committee. Committee Chairpersons must be appointed from the membership of the organization.

## **Bylaw 10 – Finance**

Section 1: The fiscal year of the Chapter shall be from 1 January to 31 December. Fees are due upon renewal of membership (according to anniversary date of chapter membership) and are paid directly to the chapter or, in the event that the IIBA® administers dues on behalf of chapters, to IIBA®.

Section 2: Annual membership dues shall be set by the Board and communicated to IIBA® in accordance with policies and procedures established by the IIBA Board of Directors.

Section 3: The Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities.

Section 4: All dues billings, dues collections and dues disbursements shall be performed by the IIBA®.

Section 5: An internal Audit of records and accounting practice will be performed every two (2) years.

Section 6: The Treasurer shall handle expenditures as otherwise provided in these Bylaws. In all cases, expenditures shall be made in accordance with the approved budget. The expenditures must not exceed the approved Chapter Budget by more than 10 percent, except with approval of the Board of Directors

Section 7: The Treasurer or the President must sign all Chapter Financial transactions requiring a check from the Chapter Account. Checks under \$1000.00 need only one approval, while checks over \$1000.00 need two approvals. Debit Card transactions over \$1000.00 will be approved by a monthly sign off by the President. If transaction is created by the President, the Treasurer must sign off that transaction.

## **Bylaw 11 – Ratification and Amendments**

Section 1: These Bylaws may be amended by:

- A two-thirds (2/3) vote of the voting membership in good standing present at an annual meeting of the Chapter duly called and regularly held; or
- By a two-thirds (2/3) vote of the voting membership in good standing voting by mail ballot returned within forty-five (45) days of the date by which members can reasonably be presumed to have received the ballot; or
- By a two-thirds (2/3) vote of the voting membership in good standing voting by electronic polling

Notice of proposed changes shall be sent in writing to the membership at least fourteen (14) days before such meeting or vote.

Section 2: Amendments may be proposed by the Board on its own initiative, or upon petition by ten percent (10%) of the voting members in good standing addressed to the Board. All such proposed amendments shall be presented by the Board with or without recommendation.

Section 3: All amendments must be consistent with IIBA®'s Bylaws and the policies, procedures, rules and directives established by the IIBA® Board of Directors, as well as with the Chapter's Charter with IIBA.

## **Bylaw 12 – Dissolution**

Section 1: Should the Chapter dissolve for any reason, its assets shall be dispersed to a charitable organization designated by the voting membership after the payment of just, reasonable and supported debts, consistent with applicable legal requirements.

## **Bylaw 13 – Indemnification**

Section 1: In the event that any person who is or was an officer, director, committee member, or authorized representative of the CHAPTER, acting in good faith and in a manner reasonably believed to be in the best interests of the CHAPTER, has been made party, or is threatened to be made a party, to any civil, criminal, administrative, or investigative action or proceeding (other than an action or proceeding by or in the right of the corporation), such representative may be indemnified against reasonable expenses and liabilities, including attorney fees, actually and reasonably incurred, judgments, fines and amounts paid in settlement in connection with such action or proceeding to the fullest extent permitted by the jurisdiction in which the organization is incorporated. Where the representative has been successful in defending the action, indemnification is mandatory.

Section 2: Unless ordered by a court, discretionary indemnification of any representative shall be approved and granted only when consistent with the requirements of applicable law, and upon a

Heartland Chapter of the International Institute of Business Analysis (IIBA®) Bylaws

Amended October 14, 2018

determination that indemnification of the representative is proper in the circumstances because the representative has met the applicable standard of conduct required by law and in these bylaws.

Section 3. To the extent permitted by applicable law, the CHAPTER may purchase and maintain liability insurance on behalf of any person who is or was a director, officer, employee, trustee, agent or authorized representative of the CHAPTER, or is or was serving at the request of the CHAPTER as a director, officer, employee, trustee, agent or representative of another corporation, domestic or foreign, non-profit or for-profit, partnership, joint venture, trust or other enterprise.

## **Appendix 1 – Board of Directors Job Descriptions**

The following job descriptions will be signed by the elected officer the day of the election by the membership.

### **Sample Job Description**

Heartland Chapter of the International Institute of Business Analysis - JOB DESCRIPTION

**Position:** Board Member

### **Authority and Responsibility**

The Board of Directors is the legal authority for the Heartland Chapter of the International Institute of Business Analysis. As a member of the Board, a Director acts in a position of trust for the organization and is responsible for the effective governance of the organization

### **Requirements**

Requirements of Board membership include:

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 Annual General Meetings
7. Attendance at membership meetings
8. Support of special events
9. Support of, and participation in, special events

### **Term**

Heartland Chapter of the International Institute of Business Analysis (IIBA®) Bylaws

Amended October 14, 2018

Directors are elected by the membership at the Annual General Meeting. Directors serve for a two-year term. Directors may be released at the end of the elected term by resigning, or according to the IIBA® the Heartland Chapter of the International Institute of Business Analysis bylaws.

**General Duties**

A Director is fully informed on organizational matters, and participates in the Board’s deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

**The Director must:**

1. Approve, where appropriate, policy and other recommendations received from the Board or its standing committees
2. Monitor all Board policies
3. Review the bylaws and policy manual, and recommend bylaw changes to the membership
4. Review the Board’s structure, approve changes and prepare necessary bylaw amendments
5. Participate in the development of the Heartland Chapter of the International Institute of Business Analysis’s organizational plans and annual review
6. Approve the Heartland Chapter of the International Institute of Business Analysis’s budget
7. Support and participate in evaluating Director performance
8. Assist in developing and maintaining positive relations among the Board, committees and the community to enhance the Heartland Chapter of the International Institute of Business Analysis mission

**Evaluation**

A Director’s performance is evaluated annually based on the performance of assigned Board requirements and duties.

**Review Date and Approval Date**

The Board Member Job Descriptions are reviewed annually by the President. Recommended changes are presented to the Board.

Approval Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

## **Duties of the President**

- Provide leadership to the Board of Directors of the local Chapter
- Ensure the Board adheres to its bylaws and constitution
- Prepare the Board's agenda with input from the Board Members
- Chair Board meetings
- Encourage Board Members to participate in meetings and activities
- Keep the Board's discussion on topic by summarizing issues
- Keep the Board's activities focused on the organization's mission
- Evaluate the effectiveness of the Board's decision making process
- Appoint committee chairpersons
- Orient Board Members and committee chairpersons to the Board
- Serve as ex officio member of committees and attend their meetings as required
- Ensure there is a process to evaluate the effectiveness of Board Members using measurable criteria
- Recognize Board Members' contributions to the Board's work
- Acts as one of the signing officers for disbursements checks and other official documents
- Notify Board Members of meetings
- Play a leading role in supporting special events
- Promote the organization's purpose in the community and to the media
- Prepare a report for the Annual General Meeting
- Ensure programs and services are implemented
- Ensure that the Board governs as well as manages programs and services
- Form an Election Committee for recruitment of new Board Members

## **Duties of the Secretary**

- Serve on the Board
- Maintain copies of the organization's bylaws and the Board's policy statements
- Maintain lists of Board Members, committees and General Membership
- Take official meeting minutes
- Record Board attendance
- Ensure there is quorum at meetings
- Record all motions and decisions of meetings
- Record all corrections to minutes
- Sign Board minutes and corrections to attest to their accuracy
- Maintain copies of minutes of Board
- Distribute copies of minutes promptly
- Conduct general Board correspondence including receiving, reading, distributing
- Maintain records of all Board correspondence

Heartland Chapter of the International Institute of Business Analysis (IIBA®) Bylaws

Amended October 14, 2018

- Sign official documents of the organization as required
- File the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry
- Chair Board meetings in the absence of the President
- Orient the new Secretary

### **Duties of Treasurer**

- Serve on the Board
- Give regular reports to the Board on the financial state of the organization
- Keep financial reports on file
- Orient the new Treasurer
- Act as signing officer with the President for checks and other documents
- Manage the day-to-day financial affairs of the Board
- Manage the accounting of the funds of the organization, its budget and expenditures
- Keep full and accurate accounts of all organizational receipts and disbursements
- Receive and bank all monies due to the organization
- Disburse all monies as directed by the Board
- File necessary financial reports, tax reports and audits
- Ensure compliance with local and corporate fiduciary responsibilities
- Develop an annual operating budget and forward to the Board for inclusion in the annual application for charter renewal

### **Duties of the Past President**

- Support the current President
- Assist with Board recruitment and orientation to the Board
- Assist with Board training
- Chair special events
- Provide historical continuity about the Board's activities

### **Duties of Vice President(s)**

- Orient the new Vice President
- Chair a major committee
  - Vice President: Chair the Annual IIBA Conference
- Develop, update and incorporate recommended changes from the Board to the terms of reference and mandate of the committee
- Recruit an appropriate number of committee members to carry out the mandate
- Orient members to the committee's mandate and position in the organization
- Call committee meetings and develop agendas with the input of the members
- Chair committee meetings and report the committee's progress to the Board  
Heartland Chapter of the International Institute of Business Analysis (IIBA®) Bylaws

Amended October 14, 2018



- Encourage members to participate
- Keep discussion on topic by summarizing issues
- Guide the committee through its meetings to fulfill the committee's purpose
- Recognize each member's contribution to the committee's work
- Delegate appropriate tasks to individual committee members
- Submit recommendations to the Board for approval
- Plan and evaluate the committee's work with the help of the members
- Ensure meeting minutes and other relevant information are recorded and filed