Volunteer Position Descriptions for The IIA Ak-Sar-Ben Chapter

**Elected Officers (all 1-year terms running June 1 – May 31)**

**President:** The President is the executive head of the Chapter, and shall keep the Institute and the Board of Governors of the Chapter fully informed on the affairs of the Chapter. *(Generally ineligible for re-election in consecutive years)*

**President Elect:** The President Elect performs the duties of the President in the absence of the President and files quarterly Chapter Achievement Program (CAP) reports with The Institute. The President Elect should succeed the President in the following Chapter Year. Also oversees the Long-Range Planning Committee.

**First Vice President:** The First Vice President shall oversee Programs, Seminars and Socials, and Hospitality Committees to facilitate achievement of Chapter goals. *(Eligible for re-election in consecutive years)*

**Second Vice President:** The Second Vice President shall oversee Academic Relations and Certification Committees to facilitate achievement of Chapter goals. *(Eligible for re-election in consecutive years)*

**Secretary:** The Secretary shall establish, coordinate, and publish Chapter matters to the Board (Officers and Governors), Committees, and Membership (including Board Meeting Minutes), and oversee the Communications and Membership Committees, and related Coordinator roles. *(Eligible for re-election in consecutive years)*

**Treasurer:** The Treasurer shall be responsible for the funds of the Chapter and their proper disbursement under the rules prescribed by the Board of Governors to facilitate achievement of Chapter goals. This includes coordinating the compilation and publication of the annual Chapter budget, submission of IRS tax filings, and reporting budget-to-actual performance to the Board. *(Eligible for election to two consecutive one-year terms)*

**Assistant Treasurer:** The Assistant Treasurer shall provide a segregation of duties for the Chapter treasury function by maintaining the books of account of the Chapter. *(Eligible for election to two consecutive one-year terms)*

**Appointed Committees (all eligible for reappointment)**

**Programs-Related (all report to First VP)**

**Programs Planning Chair and Committee:** Provide an engaging educational program on subjects related to Internal Auditing with the purpose of improving the auditing competence and effectiveness of Chapter Members. The primary focus is on arranging speakers and the venue for monthly lunch Meetings.

**Programs Chair - Lincoln Representative:** Collaborate with the Day-Of and Programs Committees to ensure livestreaming of Chapter Meetings to a satellite location. Handle food arrangements and registration sign-in.

**Hospitality Chair and Committee:** Administer event registration at Chapter Meetings and Seminars, including registration desk sign-in and nametags. This includes administering the Event Management Tool. EMT is used to register attendees for Chapter Meetings and Seminars.

**Day-Of Chair and Committee:** The Day-Of Committee is to be the point of contact for the Meeting and Seminar venue(s) and the "go-to" person the day of Meetings and Seminars for the President. Entails running the event livestreaming technology to the Lincoln satellite location for Chapter Meetings.
Seminars and Socials Chair and Committee: Seminars provide engaging educational programming on subjects related to Internal Auditing with the purpose of improving the auditing competence and effectiveness of Chapter members. Seminars are full-day professional development opportunities, typically held each Fall and Spring. Social events are occasionally planned to promote networking and socialization among Chapter Members.

Academic Relations Chair and Committee (reports to Second VP): Organize and promote student events (career fair booths, speaking engagements, networking and fundraising functions), direct Chapter scholarship program with local partner colleges and universities on behalf of the Chapter (including oversight of application selection committee), and work to incorporate Internal Audit-related content into academic curricula, activities all designed to build awareness of and interest in Internal Audit as a viable career option for undergraduate and graduate students in our Chapter service area.

Certifications Chair and Committee (reports to Second VP): Generate awareness of and elevate participation in IIA Certification Programs within the Chapter for both IIA Members and nonmembers.

Communications-Related (all report to Secretary)

Newsletter Coordinator: Prepare and publish the monthly electronic Chapter Newsletter.

Chapter Communications Coordinator: Coordinate and email communications to announce and promote Chapter news and events (Meetings, Seminars, Socials and other events and communications).

Social Media Coordinator: Update Members on events and Chapter information via social media. Social media channels include LinkedIn, Twitter, and Facebook. LinkedIn will be used as a vehicle to promote Chapter events, posting reminders for upcoming meetings, webinars and social events.

Website Coordinator: Create a public awareness of Chapter events, the Internal Audit Profession, and accomplishments of the Chapter and its Members by timely updating the Chapter Website with approved content.

Job Board Coordinator: Update Chapter website by adding new and removing expired postings as needed.

Membership-Related (all report to Secretary)

Membership Chair and Committee: Recruit new, and engage/retain existing Chapter Members by understanding their professional development needs. Share gathered information with relevant Board (Officers and Governors) and Committees in a timely and actionable manner.

CPE Coordinator: Generate and distribute, in a timely manner, Continuing Professional Education (CPE) certificates for confirmed attendees at Chapter Meetings, Seminars, Conferences, as well as Volunteer Certificates for Chapter Committee contributions and Board Meetings.

Survey Coordinator: Organize and disseminate annual Member interest, post-event (Meeting, Seminar, Conference, Academic Relations, etc.), annual Officer/Governor elections, and any ad hoc surveys using the Event Management Tool (EMT) e-Survey feature. Collect and report survey results to the requesting Chapter Board and/or Committee(s).
**Awards Chair (reports to President):** Coordinate and purchase awards as needed for Chapter Events (including raffle drawings), promotions, and annual awards as deemed necessary for the Chapter Year.

**Audit Chair (reports to President):** Conduct a timely, independent review of Chapter records at the close of each Chapter year, with verbal presentation of written findings and recommendations in a formal report to the Chapter Board.

**Long-Range Planning Chair and Committee (reports to President Elect):** Assist the President and President Elect by monitoring developing trends in the Internal Audit profession. Facilitate strategic initiatives and projects. Provide assistance in succession planning by identifying potential candidates for Officer and Committee Chair positions.

**District Conference Co-Chair and Committee (reports to Board of Governors):** Plan and execute a high-profile, two-day professional development conference event, consisting of keynote speakers, breakout sessions across multiple educational tracks, and a vendor reception. Arrange host venue and manage logistics to include speaker commitments, space arrangements, food and beverage, technology needs, as well as handling of sponsorship, registration, financial management, and event marketing, and coordinating day-of volunteer crew. The Chapter normally hosts this event every four years (with the next set to occur August 2019).