Volunteer Opportunities

**Officers**

- **President**
The President serves as the main point of contact between the chapter and IIA headquarters. Key responsibilities include coordinating and presiding over board meetings, establishing chapter goals, reporting chapter activities monthly to the IIA through the CAP reporting template, completing IIA required plans and documents, and supporting all other officer functions, as necessary. This is typically a 2-year term and ideally a member who has served in an officer role. Time commitment is approximately 4 to 5 hours per week, as well as attending the majority of events.

- **Treasurer**
The Treasurer is entrusted with the day-to-day duties of managing the chapter’s financial matters. Key responsibilities include coordinating the preparation of the budget, overseeing bank account and cash flow operations, ensuring expenses are properly authorized, fulfilling any IRS or statutory reporting requirements, preparing financial recap and budget versus actual reports, maintaining well organized and documented financial operations. This is typically a 2-year term. Time commitment is approximately 1 to 2 hours per week, and attending the majority of events.

- **Vice President of Membership**
The Vice President of Membership maintains chapter membership records, manages chapter communications with members, prepares meeting name badges, and updates the chapter website. Time commitment is approximately 1 to 2 hours per week, and attending the majority of events.

- **Vice President of Programs (Typically co-chaired by 2 individuals)**
Key responsibilities include identifying and coordinating luncheon speakers (with assistance from the Governors), identifying and coordinating luncheon venues, preparing and publishing registration websites, introducing speakers at luncheons (with assistance from the Governors), obtaining door prizes and speaker gifts, preparing and publishing luncheon surveys, planning and coordinating seminars and socials, preparing luncheon slideshow and coordinating AV, and overseeing the meeting sign-in process including collection of revenue and invoicing applicable attendees. Time commitment is approximately 2 to 3 hours per week, in addition to attending all events.

- **Secretary**
The Secretary documents all board meeting minutes, prepares monthly newsletters, and is responsible for updating social media accounts. Time commitment is approximately 1 to 2 hours per week, as well as attending events.

**Governors**

Each year there are 7 Governors. Each Governor serves a 2-year term, once elected, and the terms are staggered. Governor responsibilities include providing speaker suggestions/contacts for monthly luncheons (2 speakers per Governor; Governors may be assigned a particular luncheon), attending board meetings (typically twice per year), actively participating in chapter events, and reviewing and approving chapter initiatives including budget.

**Requirements**

- Active membership within The IIA - in good standing
- Affiliation with the local chapter
- The time, commitment level and skills necessary to carry out the respective duties
- The ability to attend required meetings
- The desire to serve local chapter members

*This document is intended to give a high level overview of the responsibilities for each chapter board position and is not intended to be a complete or exhaustive list of responsibilities or expectations.*