PRESIDENT

The Chapter President’s term of office is two chapter years. The President is not eligible for reelection and does not serve more than one successive term. The Board of Governors may approve a successive term for the current chapter President if it determines that special challenges facing the chapter make that action in the best interests of the Chapter.

The Chapter President must be a member of The Institute of Internal Auditors, Inc. (IIA), and have chosen the Milwaukee Chapter as his/her local chapter affiliate, as shown on the membership records of The Institute of Internal Auditors, Inc.

If the Chapter President’s membership in the Institute shall for any reason terminate, his/her office shall automatically become vacant.

The Chapter President receives no salary, but may be reimbursed for his/her expenses incurred in the performance of his/her duties subject to approval as may be determined by the Chapter Board of Governors.

Duties and Responsibilities

The Chapter President shall:

- Review and enforce the Milwaukee Chapter Bylaws.
- Be the executive head of the Chapter and, when present, shall preside at all meetings of the Chapter and of the Board of Governors.
- Be responsible for the enforcement of the Bylaws of the Institute of Internal Auditors, Inc. and the Bylaws of the Milwaukee Chapter, and the resolutions and proceedings of the Board of Directors of the Institute and of the Board of Governors of the Chapter. He/she serves as the main point of contact between the chapter and the District Representative and/or the IIA headquarters, and as such, shall keep the President and the Board of Directors of the Institute and the Board of Governors of the Chapter fully informed of the affairs of the Chapter and shall consult the President and the Board of Directors of the Institute and the Board of Governors of the Chapter, when necessary, concerning the business of the Chapter and its activities.
- Establish chapter goals based on input from the other officers and committee chairpersons.
- Be responsible for monitoring the Chapter Achievement Program (CAP).
- Have stewardship responsibility over the Chapter’s financial goals and objectives.
- Ensure that active Chapter committees are appropriately and adequately staffed.
- Ensure a succession plan by identifying future leaders for local and international positions.
- Chair a transitional meeting at the end of the chapter year to transition outgoing and incoming officers.
VICE PRESIDENT

The Chapter Vice President’s term of office is one chapter year. The Chapter Vice President serves as a President-Elect and shall automatically advance to Chapter President for the succeeding Chapter year.

The Chapter Vice President must be a member of The Institute of Internal Auditors, Inc. (IIA), and have chosen the Milwaukee Chapter as his/her local chapter affiliate, as shown on the membership records of The Institute of Internal Auditors, Inc.

If the Chapter Vice President’s membership in the Institute shall for any reason terminate, his/her office shall automatically become vacant.

The Chapter Vice President receives no salary, but may be reimbursed for his/her expenses incurred in the performance of his/her duties subject to approval as may be determined by the Chapter Board of Governors.

Duties and Responsibilities

The Chapter Vice President shall:

- Review and become familiar with the requirements of the Milwaukee Chapter Bylaws.
- Have the duties and powers as may be prescribed by the Board of Governors or delegated by the Chapter President.
- In the absence or disability of the Chapter President, perform the duties of the Chapter President.
- Assist the Chapter President in establishing chapter goals.
- Assist and become familiar with all Chapter operations including programming, CAP, certification, membership, and finance/budgeting (Treasury).
- Advise and assist the Chapter President in ensuring that all active Chapter committees are appropriately and adequately staffed.
- Assist and become familiar with all Chapter committees and related responsibilities.
- Advise and assist the Chapter President in developing a succession plan by identifying future leaders for local and international positions.
- Perform other duties as warranted.
VICE PRESIDENT OF PROGRAMMING

The Chapter Vice President - Programming’s term of office is one chapter year. The Chapter Vice President – Programming shall be eligible for reelection.

The Chapter Vice President – Programming must be a member of The Institute of Internal Auditors, Inc. (IIA), and have chosen the Milwaukee Chapter as his/her local chapter affiliate, as shown on the membership records of The Institute of Internal Auditors, Inc.

If the Chapter Vice President - Programming’s membership in the Institute shall for any reason terminate, his/her office shall automatically become vacant.

The Chapter Vice President – Programming receives no salary, but may be reimbursed for his/her expenses incurred in the performance of his/her duties subject to approval as may be determined by the Chapter Board of Governors.

Duties and Responsibilities

The Chapter Vice President – Programming shall:

- Review and become familiar with the requirements of the Milwaukee Chapter Bylaws.
- Be Chairperson of the Chapter Professional Development Committee and lead the committee in developing the programming plan.
- Ensure the programming plan is designed to assist members in improving their internal audit capabilities, general business and management skills, and promoting the profession.
- Ensure a variety of programs is incorporated into the programming plan, including a mix of monthly sessions, seminars, and panel/roundtable events.
- Ensure that programs are appropriately budgeted and, where feasible, break even or generate a slight profit to fund other chapter initiatives.
- Communicate the program/event details to the Webmaster, Treasurer, and President on a timely basis and to ensure adequate promotion and proper recording (e.g., budget to actual monitoring, CAP reporting, etc.).
- Present the proposed program for the upcoming chapter year to the Board of Governors outlining topics, speakers, panel discussions, case studies, etc.
- Set a goal to have a preliminary program schedule approved by the board by August 15th.
- Monitor and adjust the programming plan throughout the year as appropriate.
TREASURER

The Chapter Treasurer’s term of office is two chapter years. The Chapter Treasurer is not eligible for reelection to a successive term.

The Chapter Treasurer must be a member of The Institute of Internal Auditors, Inc. (IIA), and have chosen the Milwaukee Chapter as his/her local chapter affiliate, as shown on the membership records of The Institute of Internal Auditors, Inc.

If the Chapter Treasurer’s membership in the Institute shall for any reason terminate, his/her office shall automatically become vacant.

The Chapter Treasurer receives no salary, but may be reimbursed for his/her expenses incurred in the performance of his/her duties subject to approval as may be determined by the Chapter Board of Governors.

Duties and Responsibilities

The Chapter Treasurer shall:

- Maintain Chapter financial records and execute financial transactions based on requirements outlined in the Milwaukee Chapter Bylaws and in guidance from IIA.
- Maintain custody of the Chapter’s bank accounts including updating account signers as needed.
- Ensure that all receipts are deposited on a timely basis (within 48 hours of receipt at events or when received in the mail) and that revenue is associated with correct Chapter event (access registration records by event and by month).
- Ensure that all checks for withdrawal of funds are authorized, supported and signed. Authorized signers shall be the Treasurer with the Vice President as backup.
- Prepare monthly financial reports with comparative budget figures and submit to the Board of Governors. Ensure that comparative budget report is in sync with QuickBooks records.
- Monitor program expenses and revenue to assure compliance with approved budget.
- Maintain the official event attendee records by retaining event registration and check-in documentation and respond to requests for attendance verification.
- Reconcile financial transaction detail maintained in QuickBooks records with monthly bank statements and submit proof of reconciliation to President on a monthly basis (normally by the 10th of each month).
- Prepare the annual Chapter budget at the direction of the President and assistance from the Vice President – Programs, Officers, Board of Governors, and Committee Chairs. The annual budget will be presented to the Board of Governors for approval per CAP guidelines.
- Compile the IIA Annual Report of Revenue and Expense report, provide the report and Chapter financial documentation to the Auditing Committee and complete prep work needed to complete Form 990.
- Present Auditing Committee findings to the Board of Governors.
- Submit independently reviewed Annual Report of Revenue and Expense report to IIA Headquarters as required.
- File required financial documents with the appropriate legal entities or taxing authorities, such as the United States Internal Revenue Service. [Form 990 is due in October and the 1099/1096 is due in January.]
- At the termination of the Chapter Treasurer’s term of office, he/she shall turn over to the Board of Governors all funds, records, papers, books and documents and all other property of the Chapter having to do with the financial or other transactions or business of the Chapter which may have come into his/her possession or may have been compiled or created during his/her term of office. These will be forwarded to the next Chapter Treasurer.
SECRETARY

The Chapter Secretary’s term of office is two chapter years. The Chapter Secretary is not eligible for reelection to a successive term.

The Chapter Secretary must be a member of The Institute of Internal Auditors, Inc. (IIA), and have chosen the Milwaukee Chapter as his/her local chapter affiliate, as shown on the membership records of The Institute of Internal Auditors, Inc.

If the Chapter Secretary’s membership in the Institute shall for any reason terminate, his/her office shall automatically become vacant.

The Chapter Secretary normally receives no salary, except where the Chapter Board of Governors so directs. The Chapter Secretary may be reimbursed for his/her expenses incurred in the performance of his/her duties subject to approval as may be determined by the Chapter Board of Governors.

The Chapter Secretary may be a member ex officio of all committees, except the Auditing Committee and the Nominating Committee.

If the Chapter Secretary is absent from any meeting of the Chapter or of the Board, then a Secretary pro tem shall be appointed by a majority vote of the Members present and voting.

Duties and Responsibilities

The Chapter Secretary shall:

- Review and become familiar with the requirements of the Milwaukee Chapter Bylaws.
- Perform those duties delegated by the Chapter President or prescribed by the Board of Governors.
- Prepare, publish, and maintain all minutes of meetings of the Board of Governors and the Chapter.
- Provide a complete set of Board meeting minutes for the past Chapter year to the annual audit reviewer.
- Retain with official Chapter records all reports submitted by the Chapter Treasurer and approved by the Board of Governors.
- Make reports as required by the Board of Governors or the Secretary of the Institute.
- Maintain a list of the addresses of Chapter Officers and Board Members for use in 990 reporting.
- At the termination of his/her term of office, he/she shall turn over to the Board of Governors all records, papers, books and documents and all other property of the Chapter which may have come into his/her possession or may have been compiled or created during his/her term of office. These will be forwarded to the next Chapter Secretary.