IIA Sacramento Volunteer Roles and Responsibilities

Officers and Board

President

- Overall responsible for Chapter and the Board
- Schedules and presides over board meetings
- Ensures CAP reports and all Administrative reports to National are completed
- Submits Annual Budget
- Provides leadership and strategic direction
- Puts on the Planning Retreat
- Responsible for Election Process and Annual Meeting of Members
- Oversees Financial Reporting by completing a check of bank account

VP Seminars / Programs

- Responsible and runs the chapters Seminars and programs
- Puts on 8 programs and 4 – 6 seminars a year (up to 15)
- Finds Speakers and coordinates with them on event subject, topic and materials
- Responsible for coming up with a budget and adhering to it.
- Markets the event to Members by advertising.
- Set-sup events in E-touches
- Responsible for day of coordination to include coordination with location and Meals
- Sends out CPE certificates
- Sends out end of event surveys
- Submits board reports on financial status and survey results
- Responsible for Accounts Receivable and ensuring past due accounts are paid.

Treasurer

- Responsible for maintaining chapter financial records
- Produces monthly financial reports to the board.
- Completes Bank Reconciliations
- Completes the Annual Budget
- Submits all chapter taxes to IRS and State of California
- Coordinates reimbursements of all expenses
- Ensures that an annual audit is conducted and completed by August

Secretary

- Documents all board meeting minutes
- Submits Meeting minutes to the Board Monthly
- Sends out Board Meeting Agenda’s to all Volunteers
- Oversees all chapter E-mail through Gmail, Google Groups and E-touches
- Submits NASBA documentation on an Annual Basis.

Board Members

- Provide Strategic Direction to Chapter Officers
- Approves the Annual Budget
- Approves any resolutions brought forth to the board for a vote.
- Approves changes to the Chapter Bylaws
- Provides Leadership and direction on Chapter Events
- Attends board meetings
Committees

Academic Relations
- Coordinates all activities at local colleges
- Liaison between colleges and chapter
- Attends college Award Banquets and events
- Puts on school visits, class presentations, and meet the firm’s events on Internal Auditing
- Attends and has a table at the ASWA Meet the Firms night
- Handles the IIA scholarship program
- Oversees the IEAP program for local schools

Audit
- Completes the annual independent audit
- Submits Audit report to President and the Board

Advocacy
- Responsible for Internal Audit Awareness Month Celebrations in May
- Submits proclamation application to Governor and Mayor

Awards
- Purchases Volunteer Awards for Member Appreciation
- Purchases Member Gifts for Member Appreciation

Certifications
- Acknowledges and tracks members through MMT who have earned a certification
- Promotes IIA certifications and education courses
- Submits application for Chapter of Excellence program

CAP
- Completes the monthly CAP Report by the 10th of each month and submits to IIA National Conference

Conference
- Organizes and Responsible for the District and Regional Conferences
- Oversees the Districts Conference Committee

Communications
- Assists Secretary, VP’s Seminars and Programs with Marketing Materials
- Assists Social Media with Communications
- Assists Website Administrator with Communications
- Assists Newsletter with Communications

Newsletter
- Puts out the Monthly Chapter Newsletter from September – May (9 editions)
- Submits Newsletter for IIA Newsletter Competition
Government Relations

- Coordinates chapter activities with other Governmental Organizations (i.e. AGA, ALGA, etc.)
- Communicates with Governmental Auditors on benefits of the IIA membership and following IIA standards

Governance

- Oversees and recommends to the board changes in Chapter Bylaws, Manuals, and procedures
- Ensures Chapter follows proper governance processes

History

- Keeps records on chapter events and retains all historical records (i.e. board meeting minutes)
- Maintains the Google Docs website and Sharepoint sites for document retention.

Hospitality

- Runs the Front desk for all chapter events (Programs, Seminars & Social)
- Gets volunteers to man the front desk for all events
- Checks people into all events and collects all funds / checks
- Ensures people properly sign-in to all events.

Librarian

- Runs the chapters Library
- Distributes material to chapter members and ensures they get returned in a timely manner
- Purchases new materials in accordance to budget
- Submits a annual budget

Meeting Arrangements

- Coordinates all activities for events at VSP (Security, Front Desk, Catering, audio visual, etc.) for programs and Seminars

Membership

- Has Access to member database or MMT
- Codes all chapter leaders in MMT
- Sends out Annual Member Survey in Summer
- Produces monthly membership reports for President and for E-touches

Nominating

- Responsible for nominating process for incoming officers and board members
- Produces a list of potential officers and board members by February for Elections to proceed
- Informs board of any vacancies

Programs / Seminars

- E-touches coordinator
- Sets-up events and e-mails for events in E-touches
- Gets attendance headcounts for meals to Meeting Arrangements
- Sends out CPE certificates
- Sends out end of event surveys
Social Media

- Markets all events and activities through social media

Website Administrator

- Access to Sharepoint website as administrator
- Maintains and keep current the chapter website
- Markets all events and activities of the chapter
- Coordinates Pay Pal with pay Pal coordinator

Social Event

- Puts on the Annual Member Appreciation and Social Event
- Keeps the event under budget
- Reports results to the board