**Position:** VP of Operations

**Term:** January 1, 2020 through December 31, 2021

**Hours:** Up to 10 per month

The IIBA Austin Chapter is looking for a new Vice President of Operations. This role will be a two-year commitment, for 2020 and 2021, and the position will be elected by the Chapter membership on November 8, 2019. IIBA Austin is the local chapter of International Institute of Business Analysis® (IIBA®), a professional organization with chapters in 40+ countries.

The VP of Operations will be a detail-oriented person who will manage the Chapter’s documentation an and will provide occasional technical assistance. (Training will be provided.) This is a voting position.

Additionally, IIBA is planning a migration of chapter websites to a new platform during this term, and the VP of Operations will lead this effort for the Austin Chapter. There is an unknown start date for this effort, but deadlines are expected to be both reasonable and flexible.

The regular responsibilities of this role are:

* Organize and maintain the Chapter’s document repository
* Work with IIBA as the first point of contact on initiatives and issues
* Check chapter inboxes on a regular basis and respond to or forward emails as necessary
* Handle logistics for Chapter meetings
* Capture minutes of Board of Directors meetings

All responsibilities may be handled by the VP or by a volunteer working under their direction. The ideal candidate will hold an IIBA certification, particularly the CBAP® or CCBA®.

All Board members are expected to attend each month’s Chapter meeting and each month’s Board of Directors meeting. The Chapter meetings are held on Fridays at noon in NW Austin. The Board meeting time and day will be determined by the full Board but have traditionally been on Saturday mornings from 9-11 AM. Board members must be members in good standing of IIBA and of the Austin Chapter for the entirety of their term.