**Position:** VP of Membership

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

**Hours:** Approximately 10 per month

The IIBA Austin Chapter is looking for a new Vice President of Membership. 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 Membership will create the strategy for increasing membership is expected to work closely with the VP of Professional Development to ensure that members’ development needs are being met. This is a voting position.

In addition to setting strategy, the responsibilities of this role are:

* Evaluate membership benefits and dues, and recommend any changes needed
* Survey membership as needed to uncover needs and to ensure that needs are being met
* Manage the Chapter’s membership list and respond to IIBA needs for membership lists

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 2020 Board and are expected to be two hours per month in Austin. Board members must be members in good standing of IIBA and of the Austin Chapter for the entirety of their term.