



IABC Southern Region Board of Directors

Created 2007 • Updated March 2008, July 2009, March 2014, February 2016

Board Positions & Role Descriptions

General Responsibilities

Bylaws: The Southern Region of the International Association of Business Communicators (Region) shall have supervision, control, and direction of the affairs of the Region; determine its policy or changes therein within the limits of law, the Region bylaws, and the bylaws, rules, and procedures of IABC; uphold the IABC Code of Ethics for Professional Communicators; actively pursue the Region's mission; and supervise prudent use of its funds. The Region Board may adopt such rules and regulations for the conduct of its business as it deems advisable, and may delegate certain of its authority and responsibility to the Executive Committee, the Chair, or to other committees or persons.

- Members shall participate in Region board meetings and activities. One-hour conference calls are normally held monthly. The group typically meets in person two to three times per year at: Board Retreat (held at the beginning of each board term), Midwinter at Leadership Institute (or possible separate schedule if held outside the Region), and at the Regional Conference in the fall. There is not a specific number of meetings required in the Bylaws, only "regular meetings"
- Members shall participate in Board discussions, and vote on issues requiring a Board vote
- Attend regional programs and events as much as possible in an effort to demonstrate general support for the Region
- Members shall attend the annual planning retreat, usually held at, or just before, the start of the administrative board year
- Members shall uphold the IABC Southern Region Bylaws and represent the Region as ambassadors at IABC events, other professional events, and in their professional life as appropriate
- OPTIONAL: Attend Leadership Institute hosted by IABC in the late winter/early spring for Chapter leaders (active and prospective). The Region may provide grants for eligible board members, and often includes a Board meeting if held within the Region

Chair

Bylaws: The Chair shall have duties as assigned by the Bylaws and be the chief elected officer of the Region; exercise general supervision over executive affairs of the Region; preside at all Regular, Annual, and Special Meetings of the Region; preside at all Region Board and Executive Committee meetings; represent or appoint a designate of the Region at meetings of other organizations and at public affairs to which the Region should be/is called to duly participate; share pertinent information with the Board; collaborate with other Board members as is necessary; serve as primary liaison between the Region, International Staff and the IABC Executive Board; serve as Region representative on the IABC Council of Regions and the Nominating Committee for the International Executive Board; and serve as an ex officio member of all Regional committees. The Chair shall serve a single one-year term, and will succeed to the role of Past Chair unless a formal resignation is received.



- Lead the setting of Southern Region Board goals and objectives for the year and oversee their progress and completion
- Lead Region's Annual General Meeting (AGM): Set up AGM teleconference date; ensure AGM notice and slate are sent 30 days prior to meeting date. Solicit nominees and proxies from delegates. Proxies need to be submitted to the Secretary 10 days before the AGM meeting. Secretary manages delegate invitation, RSVPs and proxies
- Represent the Region on the Council of Regions (COR) by attending/participating in regular meetings and sharing the Region's best practices, concerns, issues and recommendations with the group. Conference calls are normally held monthly, and the group meets in person about two times per year at Leadership Institute and during the World Conference. The vice chair often also attends the meeting at World Conference. Committees often form from this group to focus on specific tasks and initiatives
- Meet with International board representative periodically when contacted
- Extend invitations to IABC Chair and/or other International Executive Board (IEB) members to attend the Region Conference and other events (such as Region receptions), as needed
- Lead the identification and nomination of candidates for the International Executive Board and for the Research Foundation Board
- In consultation with the Region Board, especially the executive committee, appoint Committee Directors including:
 - a) Conference Director: selects a location for an annual Region Conference under direction of the Region Board; oversees and coordinates Region Conference planning; and provides a report in advance of each meeting of the Region Board
 - b) Awards Director: oversees and coordinates the Region Silver Quill competition and any other awards or honors programs established by the Region; and provides a report prior to each meeting of the Region Board
 - c) Professional Certification Director: promotes and supports the IABC professional certification program under direction of the Region Board; coordinates with and supports Chapter certification chairs and activities; coordinates certification activities with the IABC Certification Council and IABC Certification Council; and reports to the Region Board. This role shall be appointed and filled as appropriate to help achieve the initiatives and goals of the Region Board
 - d) Grants Director: electronically manage the flow of information regarding the Region's grants application process for attending Regional Conference, Leadership Institute and any other financial award programs established or pursued by the Region. This role shall be appointed and filled as appropriate to help achieve the initiatives and goals of the Region Board
 - e) Members-at-Large Director: provides more direct membership benefit delivery to Members-at-Large within the Region. This role shall be appointed and filled as appropriate to help achieve the initiatives and goals of the Region Board
 - f) Sponsorship Director: provides strategic guidance and leads sponsorship outreach for establishing and maintaining revenue streams for the Region. This role shall be appointed and filled as appropriate to help achieve the initiatives and goals of the Region Board
- OPTIONAL: Oversee the selection of deserving members to be recipients of the annual Regional awards programs, usually presented at the Regional Conferences. The winners are person(s) of



the selecting panel's choosing, who have shown steady and loyal participation and volunteerism and dedication to IABC and the Southern Region that is above and beyond the norm

- Other special committees and task forces as needed

Vice Chair

Bylaws: The Vice Chair shall have duties assigned by the Chair and by the Bylaws; act in the absence of the Chair; be a signatory to the Region's financial accounts; oversee long-range planning activities for the Region (including succession planning); represent the Region in the absence of the Chair; serve on the Region's Nominating Committee; recruit Conference Director; serve on the Conference committee; serve on the Executive Committee; serve on the Finance Committee; serve as an ex-officio member of all standing committees; share with Board updates on portfolio responsibilities; collaborate with other Board members as is necessary; and attend Region Board Meetings and Regional Leaders Meetings. The Vice Chair shall succeed to the Chair unless formal resignation is received prior to the Region board elections.

- Act as assistant to the Chair, supervise leadership development and assist in duties assigned by the executive board
- Participates in strategic planning for upcoming board year by jump-starting programs and other regional activities as needed
- Oversee Directors of Regional Conference, serving as Board liaison and support for events
- Steps in for current chair on request (i.e. when president can't preside over a meeting, last minute emergencies)

Past Chair

Bylaws. The Past Chair shall have duties assigned by the Chair and by the Bylaws; chair the Region's Nominating Committee; provide strategic council to the Chair and other Region Board members; help to identify members to participate on International-level committees and work groups; recruit Awards Director and serve as a member of the Awards Committee; serve on the Executive Committee; share with Board updates on portfolio responsibilities; collaborate with other Board members as is necessary; and attend Region Board Meetings and Regional Leaders Meetings.

- Prepare officer nomination slate, including names, roles and bios, for mailing to all voting delegates at least 30 days prior to the Region's Annual General Meeting of the board term as stated in the Bylaws. Can also send a call for nominees to delegates several weeks prior to voting to augment nominees collected by Nominating Committee:
 - a) Committee consists of Past Chair, Vice Chair, one member in his or her second term of service on the Region Board; and up to eight additional members. Additional members should be selected primarily on the basis of competency criteria established by IABC, with consideration for geographic, demographic, and cultural diversity, and for small, medium, and large Chapter representation.
 - b) Committee will nominate candidates for the offices of Vice Chair, Secretary, Treasurer, and all Vice Presidents and Directors as needed. Nominees for the position of Vice Chair must be a member of the Region Board or have served as a Portfolio Director.
 - c) Invite delegates to submit nominee suggestions for consideration through coordination with the Vice Chair



- d) Committee will use its own procedures for screening nominees and present its slate to the Region Board for approval. Notice of the Annual General Meeting and copies of the approved slate shall be delivered to all Chapter Delegates and Alternates in any manner as specified by the Southern Region Bylaws
- Lead projects to maintain momentum from previous year's efforts
 - Provide transition documentation to incoming Chair, introductions to IABC Executive Board and Council of Regions and ongoing knowledge transfer and support for the incoming Chair
 - Recruit Awards Director and serve on the Awards committee
 - Serve on International Executive Board committees and task forces as needed
 - Other duties as assigned by Chair and board such as leading special projects or assist Vice Presidents with committee formation and succession planning

Secretary

Bylaws: The Secretary shall have duties as assigned by the Chair and by the Bylaws; keep a record of all the proceedings of the Region; sign all certified copies of acts of the Region; maintain official Region record books, Bylaws, policies, procedures, and any other documents; prepare meeting notices and orders of business; carry out administrative duties as assigned by the Chair; serve on the Executive Committee; share with Board updates on portfolio responsibilities; collaborate with other Board members as is necessary; and attend Region Board Meetings and Regional Leaders Meetings. The Secretary shall serve a one-year term, may be elected for a second consecutive term, but shall not exceed two years of service.

- Record minutes and action items at monthly and special board meetings
- Distribute minutes to Board members within a reasonable timeframe before the next meeting
- Revise minutes based on Board members' comments with needed attachments provided by other Board members (i.e. financial and membership reports)
- Maintain a record of all proceedings
- Maintain an updated chapter leaders list in coordination with HQ —especially in July and January after Chapter board-year changes
- Prepare and update Region board roster
- Distribute communications, usually from the regional chair to the Board and to chapter leaders as necessary
- Assist chair with administrative duties
- Supervise the policy manuals, organizational relations, archives, and any other activities as may be required by the executive board
- Serves as parliamentarian
- Solicit and confirm all chapter representation at Region Leaders Summit.
- Coordinate Region Reception at Leadership Institute and World Conference
- Schedule and coordinate face-to-face Region Board meetings and conference calls
- Any other duties assigned by the Chair or as required in collaboration with other Board members

VP Finance

- Bylaws: The Treasurer shall have duties assigned by the Chair and by the Bylaws; shall serve as the chief financial officer for the Region; chair the Finance Committee; reviews regular financial



results and the Region's policy on Reserves; serve as the bank and investment account liaison; oversee the Sponsorship Director and the IABC Southern Region Grants Chair when positions are active; be responsible for deposit, safekeeping, and disbursement of the Region's funds; maintain records concerning receipts, expenditures, and assets of the Region; prepare an annual operations budget and recommend any adjustment to dues to be paid to the Region; prepare full and interim financial reports as directed by the Region Board; serve on the Executive Committee; share with Board updates on portfolio responsibilities; collaborate with other Board members as is necessary; and attend Region Board Meetings and Regional Leaders Meetings. The Treasurer shall serve a one-year term, may be elected for a second consecutive term, but shall not exceed two years of service.

- The Treasurer oversees the Region's general financial health. This person is the custodian of dues, funds, financial records, and manages day-to-day financial transactions and accounting
- For taxation purposes, IABC Southern Region is a 501C-6 trade association, and is not tax exempt. The tax identification number is 20- 2500563. IABC International files the appropriate annual federal income tax forms. The Region needs to prepare 1099 forms for any employees (ie, records, bookkeeping).
- The VP Finance, Vice Chair and Chair are the only three individuals within the Region who have check-writing authority. The account is housed at a bank carefully considered and selected by a majority vote of the Region Board
- Attends and reports at Region Board meetings

Budgeting and Reporting

- Transfer signature card and obtain debit card for new chair at board transition, and cancel/destroy old one
- Prepare and gain Board approval for budget
- Update and review budget with monthly income and expenses
- Reconcile checking and investment statements with actual financials
- Provide financial reports to the Board on a monthly basis
- Prepare and file annual finance report with IABC International within the designated filing time frame

Checking/Savings Account

- Deposit cash and checks received on behalf of the Region into the respective accounts
- Deposit income and update budget
- Process invoices, write checks for various expenses and update budget
- Pay vendors
- Monitor and oversee the Region's investment account

Grants

- Oversee Grants Director or handle function responsibilities when position is not filled
- Work with Grants Director to determine annual grants strategy and targets, or handle when position is not filled
- Write and distribute checks to grant recipients (checks made payable to Chapters, not individuals)
- Work with board to determine annual special grants or other unplanned expenses based on available reserves, and disburse funds



Sponsorships

- Oversee Sponsorship Director
- Work with Sponsorship Director to determine annual sponsorship strategy and targets
- Write and distribute checks as might be required for enabling the sponsorship process

VP Chapter Relations

Bylaws: The Chapter Relations Vice President shall have duties as assigned by the Chair and by the Bylaws; oversee the duties of and counsel all Chapter Services Directors (CSDs); oversee committees, work groups, and task forces that focus on soliciting leader/member input to provide direction for the Region; provide counsel and support to Chapter leaders; attend Region Board Meetings and Regional Leaders Meetings; share with Board updates on portfolio responsibilities; collaborate with other Board members, especially the VPs of Leadership Development and Region Growth & Development. The Chapter Relations Vice President shall serve a one-year term, may be elected for a second consecutive term, but shall not exceed two years of service.

- Determine territory designations and recruit the required number of CSDs
- Lead the CSDs regarding the needs and overall health of the Region's Chapters
- Hold regular conference calls with CSDs to offer support between Chapters
- Conduct a bi-annual Chapter Health Benchmarks survey and report to Region Board the health of each chapter.
- Promote Region travel grant availability
- Collaborate with other VPs to consider special grant requests of the Region to help ensure that Regional funds are used for the maximum benefit of Chapters and Members-at-Large. The recommendation for grant money should emerge through collaboration with the VP of Leadership Development, VP of Regional Growth and Development and the Grants Director (or VP Finance if there is no Grants Director), and shall be submitted to the Region Board for consideration by the Grants Director or VP Finance
- Build a forum where CSDs are connected to all Chapters within their portfolio of responsibility and facilitate the sharing of best practices using varying media (including podcasts, conference calls, Web site and in person), while applying special focus and soliciting Regional funds for struggling Chapters
- Work with VP of Leadership Development to create curriculum and trainings for chapter leaders as identified by CSDs and Chapter Health Benchmarks.
- Evaluate Chapters based on Benchmarks and reports received from CSDs. Once the VP of Chapter Relations deems a chapter is in need of attention, a course for intervention should be developed in collaboration with the VP of Leadership Development and the VP of Regional Growth and Development and presented to the Region Board
- Bring to the Board's attention any issue and success that needs attention and/or recognition.
- Work with the VP Communications to promote and publicize relevant/significant chapter successes (such as CMA recipients)
- Facilitate the disbursement of relevant Region news and reminders to chapter leaders through the CSDs (i.e., chapter health benchmark surveys, AGM reminder, etc.)

VP Communications



Bylaws: The Communications Vice President shall have duties as assigned by the Chair and by the Bylaws; oversee all Region communications and related activities for the Region's website and social media properties; communicate and liaise with Region and Chapter leaders and external individuals/entities as it becomes necessary and as identified within the Region's strategic objectives; audit and serve as a liaison for chapter and International communication committees and channels, work groups, and task forces that focus on soliciting leader/member input to provide direction for the Region; provide counsel and support to Chapter leaders; attend Region Board Meetings and Regional Leaders Meetings; share with Board updates on portfolio responsibilities; collaborate with other Board members as is necessary. The Communications Vice President shall serve a one-year term, may be elected for a second consecutive term, but shall not exceed two years of service.

- Responsible for media relations, including writing and distributing press releases as needed.
- Oversee strategic direction and content management of Region web site and Regional social properties (Facebook, Twitter, etc.)
- Serve as the Region lead for promoting the use of IABC/IABC Southern Region brand
- Oversee technical aspects of Region's email, Social properties, and web site, including hosting relationships and vendor agreements
- Manage all communications sent using the Region's email capabilities
- Consult on and execute combined communications strategies for special events and Regional programs such as the Annual Conference, Silver Quills, SPARK, newsletters, and any other communications needs for Region leaders and/or members
- Manage communications with the Region's members-at-large
- Oversee community service as necessary

Skills preferred for this position: Experience in updating WordPress, creating email marketing communications and templates, managing and creating conversations on multiple social properties. Strong and creative writer with working knowledge of graphic applications such as Photoshop.

VP Leadership Development

Bylaws: The Leadership Development Vice President shall have duties as assigned by the chair and by the Bylaws; create, coordinate, facilitate, and manage the Region leadership development efforts in conjunction with IABC International to meet the needs of Regional officers and Southern Region Chapter leaders. Serve as the primary contact for inter-regional, national and international leadership development opportunities; provide counsel and support to Chapter leaders as it becomes necessary and as identified within the Region's strategic objectives; oversee leadership development committees, work groups and task forces; attend Region Board Meetings and Regional Leaders Meetings; share with Board updates on portfolio responsibilities; collaborate with other Board members, especially with the VPs of Chapter Services and Regional Growth and Development. Have in-depth working knowledge of IABC vehicles/meetings through which leadership content can be delivered. Have expertise in digital media to direct the dissemination and use of leadership materials. The Leadership Development Vice President shall serve a one-year term, may be elected for a second consecutive term, but shall not exceed two years of service.

- Leads training programs for Chapter leaders (based on geography and available resources) by creating the curriculum, and scheduling training sessions and speakers for Chapters deemed by the VP of Chapter Relations to be in need of such assistance



- Collaborate with other VPs to consider special grant requests of the Region to help ensure that Regional funds are used for the maximum benefit of Chapters and Members-at-Large. The recommendation for grant money should emerge through collaboration with the VP of Leadership Development, VP of Regional Growth and Development and the Grants Director (or VP Finance if there is no Grants Director), and shall be submitted to the Region Board for consideration by the Grants Director or VP Finance
- Work with VP of Chapter Relations to determine gap areas (through CSDs) where chapters might need specific leadership development opportunities.
- Select and coordinate leadership development activities for face-to-face Regional board meetings (as appropriate and requested)
- Select, book and collaborate with meeting organizer on the logistics for any guest speakers who are scheduled to make presentations at Regional board meetings or the annual Leaders Summit. Select, purchase and present gifts to speakers
- Work with the Chapter Relations Vice President to conduct leadership development sessions for the Region's Chapter leaders
- Work with Board members and committees on any other leadership development activities

Skills Preferred for this position: Experience in creating leadership curriculum, working knowledge of hosting webinars, twitter chats and knowledge sharing systems.

VP Regional Growth and Development

Bylaws: The Region Growth and Development Vice President shall have duties as assigned by the Chair and by the Bylaws; coordinate all growth and development efforts for the Region; as it becomes necessary and as identified within the Region's strategic objectives, work with existing Chapter retention and recruitment committees, work groups, and task forces that focus on soliciting leader/member input to provide direction for the Region and for the IABC Executive Board; serve as a member of the Membership Committee; provide counsel and support to Chapter leaders; serve as primary contact for inter-regional, national, and international retention and recruitment opportunities for existing and prospective Chapters and Members-at-Large; attend Region Board Meetings and Regional Leaders Meetings; share with Board updates on portfolio responsibilities; collaborate with other Board members, especially the VPs for Leadership Development and Chapter Relations. The Region Growth and Development Vice President shall serve a one-year term, may be elected for a second consecutive term, but shall not exceed two years of service.

- Promote IABC and Chapter membership recruitment and retention activities under the direction of the Region Board; coordinates membership activities with IABC staff; provide membership assistance to Chapters in the Region; and reports at each meeting of the Region Board
- Collaborate with other VPs to consider special grant requests of the Region to help ensure that Regional funds are used for the maximum benefit of Chapters and Members-at-Large. The recommendation for grant money should emerge through collaboration with the VP of Leadership Development, VP of Regional Growth and Development and the Grants Director (or VP Finance if there is no Grants Director), and shall be submitted to the Region Board for consideration by the Grants Director or VP Finance
- Send welcome/thank-you email to new and renewing Members-at-Large. IABC sends new/renewal notifications to the designated Region representative



- Coordinate intervention programs for Chapters that have been identified by the VP of Chapter Relations as being in need of intervention
- Be ongoing support for struggling Chapter to triage them back to health
- Notify Region Board and International of and seek their assistance to coordinate any triage efforts
- Coordinate start-up programs for potential and new chapters identified within the Region's strategic plan or through International
- Coordinate and moderate monthly SPARK programming
- Oversee Director of Members-at-Large

Skills preferred for this position: Experience in producing and moderating webinars and other community engagement channels. Chapter leadership experience.

DIRECTORS AND COMMITTEES

Chapter Services Director

Bylaws: The Region Board shall select the number of Chapter Services Directors (CSDs) for the given administrative year. CSDs will provide regular, written reports on the status of their assigned portfolio Chapters to the Chapter Relations Vice President; shall communicate with and provide counsel and active support to their assigned portfolio Chapters as needed; travel to each assigned Chapter as may become necessary; facilitate communication between the Region and their assigned portfolio Chapters; encourage Chapter participation in meetings, grants programs and any other available development opportunities; foster best-practice sharing between their assigned portfolio Chapters and other Chapters within the Region; and attend Regional Leaders Meetings held at the annual Region Conference. Each CSD shall serve one two-year term.

- Regularly connect with Chapters within their assigned portfolio, and ensure that their Chapter board leaders know about and are encouraged to use all available IABC and Region resources
- Serve as coach to Chapter leaders
- Facilitate bi-annual completion of the Chapter Health Benchmarks Survey to ensure responses are received from all assigned Chapters
- Serve as communications liaison between assigned Chapters and the Region
- Physically visit Chapters as needed and based on available resources
- Present at professional development programs for assigned Chapters, as appropriate and based on available resources
- Encourage Chapter participation in Regional meetings, Region Conference, Silver Quills, available grants and other development opportunities
- Recommend future Regional leaders for succession planning purposes
- OPTIONAL: Attend Leadership Institute hosted by IABC. This is especially valuable as it allows an opportunity for fact-to-face time with Chapter leaders
- RECOMMENDED: Attend the Southern Region Conference and Leaders Summit in the fall. This is especially valuable as it allows an opportunity for fact-to-face time with Chapter leaders

Conference Director

Bylaws: If deemed necessary, a Conference Director shall be appointed by the Chair in consultation with the Region Board. The Conference Director will recruit and lead a committee responsible for



organization of the annual Regional Conference in the host city determined by the Region Board. The Vice Chair shall serve as an ex officio, voting member of the Conference Committee. The Conference Director shall have planned and attended a Region or International Conference no more than two years prior to appointment. A majority of the Committee's members shall have planned and attended a Region or International Conference no more than three years prior. The Conference Director shall serve a one-year term, may be elected for a second consecutive term, but shall not exceed two years of service.

- Recruit and lead a committee to plan, manage and implement an annual Region Conference, under direction of the Region Board
- Collaborate with the local chapter where the conference is being held to provide members with volunteer opportunities and the ability to participate in the Region Conference.
- The purpose of any such Region Conference shall be for: (1) sharing best global communication practices and facilitating the exchange of information, ideas, resources, and experiences; (2) encouraging member interaction, networking, and advancement of the profession; (3) professional and leadership development and training; and (4) the generation of revenue for the Region
- The Conference Director is responsible for creating and managing the conference budget in conjunction with the VP of Finance
- The Conference Director, or Committee representative, shall work in conjunction with the VP Communications on all publicity and communications needs for the conference
- Provide a progress report at each meeting of the Region Board and/or otherwise as is necessary

Awards Director

Bylaws: If deemed necessary, an Awards Director shall be appointed by the Chair in consultation with the Region Board. The Awards Director will be responsible for recruiting and leading a committee to organize the Southern Region's Annual Awards program. The Past Chair shall serve as an ex officio, voting member of the Awards Committee. A majority of the Committee's members, including the Awards Director, shall have recently planned and/or been involved with an IABC awards program. The Awards Director shall serve a one-year term, may be elected for a second consecutive term, but shall not exceed two years of service.

- Recruit and lead a committee to plan, manage and implement the awards programs for the Region including the Silver Quill and Region Awards, under the direction of the Region Board
- Recruit a blue ribbon judging panel and coordinate the judging process
- Plan the annual awards event at the Southern Region Conference
- The purposes of any such evaluation and/or awards program shall be: (1) recognizing, promoting, and encouraging the highest professional standards of quality and innovation in communications; (2) improving the effectiveness of organizations through strategic communication; (3) serving as a resource and repository for organizational communication "best practices" and benchmarks; and (4) the generation of revenue for the IABC Southern Region
- The Awards Director is responsible for creating and managing the awards budget in conjunction with the VP of Finance.
- The Awards Director, or Committee representative, shall work in conjunction with the VP Communications on all publicity and communications needs for the annual awards programs
- Provide a progress report at each meeting of the Region Board and/or otherwise as is necessary



Professional Certification Director

Bylaws: A Professional Certification Committee consisting of two or more members shall be appointed by the Chair in consultation with the Region Board and in consultation with that Director. A majority of the Committee's members, including the Portfolio Director, shall have earned the professional certification designation awarded by IABC. Under direction of the Region Board, the Committee shall promote and support the IABC's professional certification program; coordinate with and offer support to Chapter Certification chairs and their activities; coordinate Certification-based activities with the GCCC; and report to the Region Board as is necessary. The Professional Certification Director shall serve a one-year term, may be appointed for up to two additional consecutive terms, but shall not exceed three years of service.

- Promote IABC and Chapter certification activities under the direction of the Region Board and in consultation with the VP Communications
- Coordinate professional certification activities with the GCCC and the Region Board, with particular focus on International and Regional events
- Serve as a proctor at these events
- Provide guidance to prospective and current candidates pursuing IABC professional certification
- Coordinates certification development programs for Chapter and Region members by scheduling information sessions
- Present a professional certification development program for requesting Chapters, as appropriate and based on available resources
- Promote Region grants available to prospective professional certification candidates
- Regularly report to the Region Board

Grants Director

Bylaws: A Grants Committee consisting of two or more members shall be appointed by the Chair in consultation with the Region Board, including the Director for the Portfolio, and in consultation with that Director. The Committee shall electronically manage the flow of information regarding the Region's grants application process for attending Regional Conference, Leadership Institute and any other financial award programs established or pursued by the Region. The Grants Director shall serve a one-year term, may be appointed for up to two additional consecutive terms, but shall not exceed three years of service.

- Manage call for grants and scholarships for each event (usually Conferences and Leadership Institute) and update spreadsheet
- Work with board to determine annual special grants or other unplanned expenses based on available reserves and disburse funds
- Have a solid working knowledge of spreadsheets; have the ability to work with the Region's online data collection process
- Announce the Call for Grants; set up and monitor the online form for grant requests
- Manage and respond to responses from applicants in concert with the VP Finance and the Executive Committee
- Collate the results after the set deadline; submit the report to the Executive Committee for review and approval; convey approval decisions by way of emails
- Maintain records of Grant requests and approvals



- Regularly report to and transmit a copy of grant request records to the VP Finance and the Region Board

Members-at-Large Director

Bylaws: If deemed necessary, a Members-at-Large Committee consisting of two or more members shall be appointed by the Chair in consultation with the Region Board, including the Director for the Portfolio, and in consultation with that Director. The committee shall specifically target the Members-at-Large within the Region to provide more direct membership benefit delivery. The director who manages the Region Growth and Development portfolio shall be an ex officio, voting member of the Committee. The Committee shall promote IABC membership recruitment and retention activities under direction of the Region Board; coordinate membership activities with the IABC staff; provide membership assistance to Members-at-Large within the Region; and provide a report prior to each meeting of the Region Board. The Members-at-Large Director shall serve a one-year term, may be elected for up to two additional consecutive terms, but shall not exceed three years of service.

- Create programs, community and networking opportunities to bring together the Members-at-Large within the Region, utilizing online tools
- Offer events at in-person IABC International and Regional conferences
- Promote retention activities under the direction of and in collaboration with the VP Region Growth and Development and the Region Board
- Coordinates membership activities with the Region Board
- Provides membership assistance to Members-at-Large in the Region
- Regularly report to and collaborate with the VP Region Growth and Development and the Region Board

Sponsorship Director

Bylaws: A Sponsorship Committee consisting of two or more members shall be appointed by the Chair in consultation with the Region Board, including the Director for the Portfolio, and in consultation with that Director. The Committee shall provide strategic direction for establishing and pursuing a relevant revenue model for the Region. It shall conduct an annual review to determine whether the strategy should be amended or changed, based on the record of aims and objectives achieved in previous years. The Sponsorship Director shall serve a one-year term, may be elected for a second consecutive term, but shall not exceed two years of service.

- Develop (or revise and update) a sponsorship offering for the Region
- Prepare, update and maintain a list of all sponsors (prospective, current and past) in concert with the VP Finance confirming and sustaining a relationship with them
- Manage the preparation and dissemination of individual sponsorship proposals and contracts
- Work with board to determine best approach and schedule for targeting each sponsor
- Have a solid working knowledge of spreadsheets; have the ability to work with the Region's online process
- Monitor proposals and follow through to decision of prospective sponsor
- Manage responses from sponsors in concert with the VP Finance
- Officially communicate decisions to each prospective/confirmed sponsor
- Maintain records of sponsorship proposals and decisions



- Regularly report to and transmit a copy of sponsorship records to the VP Finance and the Region Board
- Manage, track and ensure fulfillment of deliverables for each sponsor agreement

Finance Committee

Bylaws: A Finance Committee shall be appointed by the Chair in consultation with the VP Finance and the Region Board. The Committee shall consist of: the VP Finance, who as Chief Financial Officer, shall serve as chair, other members may include the Chair at his or her discretion, the Vice Chair, a member of the Region Board selected by the Chair, a member of the Region Board selected by the non-officer members of the Region Board, and other members at the VP Finance's discretion. It shall be the duty of the Finance Committee to review regular financial results; to oversee preparation of an operating budget for the fiscal year adopted by the Region Board; and to annually review the Region's policy on its Financial Reserves. The Finance Committee may from time to time submit amendments to the budget for the current fiscal year which may be adopted by a majority vote of the Region Board, and shall report at the Regional Leaders Meetings, Annual General Meeting and otherwise as it becomes necessary. Committee members shall serve one-year terms, and may be reappointed for a second consecutive term.

- Review regular financial results
- Prepare the operating budget for the fiscal year for approval and adoption by the Region Board
- Annually review the Region's policy on reserves
- Oversee and approve a review of the books and finances of the Region at the close of the fiscal year
- Provide monthly reports to the Region Board through the VP Finance, and a general report at the Annual General Meeting
- Oversee the procurement and renewal of Directors & Officers insurance coverage for the Region board
- Facilitate an audit of the Region finances, at a minimum every five years