

Heritage Region IABC Board Member Job Description

Title: Region Director

Position Summary: The Region Director serves as the chief executive officer of the Heritage Region. He/she reports to the Heritage Region Board as a whole and supervises the voting members of the Heritage Region Board.

Major duties and expectations:

- Preside over all meetings of the Heritage Region Board
- Serve as the primary liaison between the Heritage Region and the International Executive Board
- Serve as the Heritage Region representative to the Council of Regions
- Direct the activities of the Region Director-Elect and other voting members of the Heritage Region Board
- Oversees the work of the regional conference committee for the year in which he/she will be Past Region Director
- Network and build relationships with chapter, regional, and international IABC leaders and IABC staff
- Perform other duties to achieve the objectives of the Heritage Region

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Leadership ability
- Ability to translate strategy into practical applications
- Member focus
- Organizational development and change management
- Financial acumen
- Professional demeanor
- IABC accreditation preferred

Position-specific knowledge, skills, competencies and experience:

- Articulates a global perspective of IABC
- Previous IABC chapter or regional/district board leadership roles
- Ability to balance between the big picture and details
- Facilitation, team-building and presentation skills
- Business process/resources development skills

Time and financial support:

- Able to devote adequate time and energy to this position and required board activities; estimated time is a minimum of 5-10 hours/month
- Term is for one year, beginning on July 1, with expectation of succession to Past Region Director in following year

Contributes to board diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Heritage Region IABC Board Member Job Description

Title: Past Region Director

Position Summary: The Past Region Director provides continuity and “institutional memory” and services as strategic advisor and counsel to the Heritage Region Board. He/she reports to the Region Director and chairs the region’s Nominating Committee. The Past Region Director is an officer of the Heritage Region.

Major duties and expectations:

- Chair Heritage Region Board Nominating Committee and ensure succession planning for the region
- Oversee selection of Heritage Region delegate to the International Executive Board Nominating Committee
- Identify members within the region to participate on international-level committees and work groups
- Provide strategic counsel to region board members
- Oversees the work of the regional conference committee for the current year
- Network and build relationships with chapter, regional, and international IABC leaders and IABC staff

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Leadership ability
- Ability to translate strategy into practical applications
- Member focus
- Organizational development and change management
- Financial acumen
- Professional demeanor
- IABC accreditation preferred

Position-specific knowledge, skills, competencies and experience:

- Articulates a global perspective of IABC
- Extensive contacts with chapter, regional and international IABC leaders
- Ability to recruit leaders for Heritage Region positions and international-level committee/work group positions
- Counseling, coaching and mentoring experience

Time and financial support:

- Able to devote adequate time and energy to this position and required board activities; estimated time is a minimum of 3-5 hours/month
- Term is for one year, beginning on July 1

Contributes to board diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Heritage Region IABC Board Member Job Description

Title: Region Director-Elect

Position Summary: The Region Director-Elect supports the Region Director while preparing to assume the position of Director during the next term of office. He/she reports to the Region Director. The Region Director-Elect is an officer of the Heritage Region.

Major duties and expectations:

- Prepare to assume the Director position by networking and building relationships with IABC leaders and performing projects assigned by the Region Director
- Oversee long-range planning activities for the Heritage Region
- Serve on Heritage Region Board Nominating Committee
- Serve as ex-officio member of Heritage Region Board standing committees
- Succeed to Region Director in the event of vacancy
- Represent Heritage Region in the absence of the Region Director

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Leadership ability
- Ability to translate strategy into practical applications
- Member focus
- Organizational development and change management
- Financial acumen
- Professional demeanor
- IABC accreditation preferred

Position-specific knowledge, skills, competencies and experience:

- Previous IABC chapter or regional/district board leadership roles
- Global perspective and strong understanding of IABC services and issues/positions
- Strategic planning/business process/resource development skills
- Project management experience
- Facilitation, team-building and presentation skills

Time and financial support:

- Able to devote adequate time and energy to this position and required board activities; estimated time is a minimum of 5-7 hours/month
- Term is for one year, beginning on July 1, with expectation of succession to Region Director in following year

Contributes to board diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Heritage Region IABC Board Member Job Description

Title: Communications Director/Secretary

Position Summary: The Communications Director/Secretary serves as parliamentarian for regional board business, maintains records of regional business, and assists with administrative duties as assigned by the Region Director. He/she reports to the Region Director and supervises the Communications Chair. The Communications Director/Secretary is an officer of the Heritage Region.

Major duties and expectations:

- Coordinate the Region Board's administrative communication
- Monitor and resolve communication issues
- Develop communication plan and strategy for the region, including website & newsletter
- Keep minutes of all Region Board meetings
- Suggest potential successors to Nominating Committee; train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Leadership ability
- Ability to translate strategy into practical applications
- Member focus
- Organizational development and change management
- Financial acumen
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Working knowledge of Robert's Rules of Order
- Experience with strategic communications
- Experience developing and maintaining websites and newsletters

Time and financial support:

- Able to devote adequate time and energy to this position and required board activities; estimated time is a minimum of 5-8 hours/month
- Elected in 2005-2006 to a one-year term beginning July 1; subsequent terms are for two years

Contributes to board diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Heritage Region IABC Board Member Job Description

Title: Finance Director

Position Summary: The Finance Director is the Chief Financial Officer of the region. He/she maintains regional financial records, budgets, and investments; oversees payments and reimbursements; and produces financial reports. The Finance Director reports to the Region Director and supervises the paid bookkeeper, the Research Foundation Liaison, the Scholarships & Chapter Grants Chair and the Sponsorship Chair. The Finance Director is an officer of the Heritage Region.

Major duties and expectations:

- Establish and monitor regional budget in coordination with Region Director and board
- Maintain region's financial records and bank accounts
- Submit monthly financial reports to the Region Board
- Prepare special reports for award programs, conferences and other events in cooperation with appropriate board members and/or committee chairs
- Prepare end-of-year report and tax forms for IABC Headquarters
- Oversee payment of invoices and reimbursement of board members and other leaders for expenses, consistent with region policy
- Provide financial support (LI and International Conference scholarships)
- Administer IEB Regional Grants
- Develop/manage investment of region's excess monies
- Propose regional dues increases/decreases
- Suggest potential successors to Nominating Committee; train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Leadership ability
- Ability to translate strategy into practical applications
- Member focus
- Organizational development and change management
- Financial acumen
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Experience creating and maintaining financial statements, including budgets, balance sheets and income statements
- Ability to provide financial leadership
- Consultative and facilitation skills

Time and financial support:

- Able to devote adequate time and energy to this position and required board activities; estimated time is a minimum of 4-8 hours/month
- Elected in 2005-2006 to a one-year term beginning July 1; subsequent terms are for two years

Contributes to board diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Heritage Region IABC Board Member Job Description

Title: Chapter Relations Director

Position Summary: The Chapter Relations Director manages the region's relationships with and support for its chapters and chapter leaders, and facilitates communication between chapters and the regional and international levels of IABC. He/she reports to the Region Director and supervises the Chapter Relations Chair and Chapter Liaisons.

Major duties and expectations:

- Oversee roundtable conference calls (by portfolio) with International staff and Region Board directors; ensure that they are held on a regular basis
- Oversee committees, work groups, and task forces that focus on soliciting leader/member input to provide direction for the IEB
- Strategically plan and manage chapter liaison activities to ensure that they are linked to overall regional goals
- Ensure that chapter health reports are monitored and submitted to International as needed
- Support establishment of student chapters; provide support as needed and help lead student members conference (if one is held)
- Suggest potential successors to Nominating Committee; train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Leadership ability
- Ability to translate strategy into practical applications
- Member focus
- Organizational development and change management
- Financial acumen
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Previous IABC chapter leadership experience
- Knowledge of IABC organization, expectations, chapter management and International staff resources
- Facilitation and consultative skills
- Relationship management skills

Time and financial support:

- Able to devote adequate time and energy to this position and required board activities; estimated time is a minimum of 5-10 hours/month
- Elected in 2005-2006 to a two-year term beginning July 1; subsequent terms are for two years

Contributes to board diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Heritage Region IABC Board Member Job Description

Title: Leadership Development Director

Position Summary: The Leadership Development Director coordinates all leadership development efforts for the region and serves as the region's primary contact for development opportunities at the inter-regional, national and international levels. He/she reports to the Region Director and supervises the Recognition Chair, the Seminars Chair and the Training Chair.

Major duties and expectations:

- Develop annual leadership development plan and budget based on regional goals
- Promote and facilitate chapter leader participation in IABC Leadership Institute and Heritage Region Chapter Leaders Forum
- Work with Region Director and Training Chair to offer annual regional leadership training
- Consult with chapters as needed on leader identification, recruitment and development
- Share best leadership practices from inside/outside the region with chapter leaders
- Offer regional networking event at LI and regional and international conferences
- Work with Networking Chair to offer regional networking event at LI and Conference
- Work with Recognition Chair to offer annual regional awards program for leaders in the region
- Work with Seminars Chair to offer: region coordinated seminars ("traveling road shows") that bring top national speakers to local chapters; webinars; teleconferences
- Help committee chairs identify successors, share knowledge of emerging regional and chapter leaders with Nominating Committee
- Suggest own potential successors to Nominating Committee; train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Leadership ability
- Ability to translate strategy into practical applications
- Member focus
- Organizational development and change management
- Financial acumen
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Leadership models and theory
- Succession planning
- Recognition programs
- Training/human resource development
- IABC leadership resources
- Experience as a chapter leader highly desirable

Time and financial support:

- Able to devote adequate time and energy to this position and required board activities; estimated time is a minimum of 5-10 hours/month
- Elected in 2005-2006 to a two-year term beginning July 1; subsequent terms are for two years

Contributes to board diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Heritage Region IABC Board Member Job Description

Title: Professional Development Director

Position Summary: The Professional Development Director coordinates the educational services that the region provides to chapters and their members. He/she reports to the Region Director and supervises the Accreditation Chair, and the Silver Quills Chair.

Major duties and expectations:

- Develop annual professional development plan and budget based on regional goals
- Model a personal commitment to lifelong learning and career management
- Promote IABC's professional development opportunities, including International Conference, accreditation, knowledge products, web resources, and the Gold Quill and Silver Quill awards programs
- Work with Awards Chair to offer annual regional Silver Quill awards program
- Work with Accreditation Chair to offer accreditation workshop and an accreditation examination annually in the region
- Suggest potential successors to Nominating Committee; train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Leadership ability
- Ability to translate strategy into practical applications
- Member focus
- Organizational development and change management
- Financial acumen
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Training/professional development
- Program planning and evaluation
- IABC accreditation program and resources; an ABC is highly desirable
- IABC professional development opportunities and knowledge products

Time and financial support:

- Able to devote adequate time and energy to this position and required board activities; estimated time is a minimum of 5-10 hours/month
- Elected in 2005-2006 to a one-year term beginning July 1; subsequent terms are for two years

Contributes to board diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

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Heritage Region IABC Board Member Job Description

Title: Region Growth and Development Director

Position Summary: The Region Growth and Development Director serves as regional champion for IABC membership, overseeing all of the region's membership growth and development efforts. He/she reports to the Region Director and supervises Members-at-Large (MAL) Chair, the New Chapter Development Chair, and the Volunteer Recruitment and Retention Chair.

Major duties and expectations:

- Develop long-term strategy for growing membership in the region, including but not limited to: net increase of members in each existing chapter; conversation of groups of members-at-large into special interest groups (SIGs) (or other informal groups) and eventual conversation of these groups into new chapters; increase in number of corporate memberships in the region.
- Develop annual growth and development plan and budget based on international and regional goals
- Work with the Members-at-Large Chair to develop annual MAL Forum and services and programs for MALs
- Work with the New Chapter Development Chair to respond to requests for assistance in forming new chapters within the Heritage Region
- Work with Volunteer Recruitment and Retention Chair on the region's volunteer recruitment and retention efforts for positions on the Heritage Region Board and committees, the International Executive Board, the IABC Research Foundation, and international task forces and committees
- Serve as the primary contact for inter-regional, national, and international retention and recruitment opportunities
- Suggest potential successors to Nominating Committee; train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Leadership ability
- Ability to translate strategy into practical applications
- Member focus
- Organizational development and change management
- Financial acumen
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Membership and/or association marketing
- Interpretation and application of relevant statistics and research
- Chapter development
- Volunteer development
- IABC membership benefits on all levels (chapter, region, international)

Time and financial support:

- Able to devote adequate time and energy to this position and required board activities; estimated time is a minimum of 5-10 hours/month
- Elected in 2005-2006 to a two-year term beginning July 1; subsequent terms are for two years

Contributes to board diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Heritage Region IABC Board Member Job Description

Title: Chapter Liaison

Position Summary: The Heritage Region supports chapters with five chapter liaisons. All five chapter liaisons report to the Chapter Relations Director and all five chapter liaisons have a vote on the Heritage Region Board.

Major duties and expectations:

- Serve as resource to chapter presidents and other chapter leaders as requested
- Maintain minimum of monthly contact with leaders in assigned chapters
- Upon request of chapter, provide training to leaders
- Provide communications link between chapter, region and International
- Serve as the “voice” of chapters on the Heritage Region Board
- Alert Heritage Region Board to issues which threaten the “survivability” of a chapter and work with chapter to resolve issues. Provide status reports on resolution of issues to the Heritage Region Chapter Relations Director.
- Encourage sharing of information about chapter activities with other chapters and with the Chapter Relations Director.
- Develop budget request to support planned activities.
- With assistance of Volunteer Recruitment and Retention Chair, identify successor
- Train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Member focus
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Strong understanding of IABC services, issues/positions, and staff and volunteer leaders
- Well-rounded experience on the chapter level in order to counsel chapter leaders
- Project management experience
- Organizational skills
- Leadership and negotiation skills
- Facilitation and presentation skills

Time and financial support:

- Able to devote adequate time and energy to this position and required board activities
- Term is for two years. Three chapter liaisons serve terms starting on July 1 in odd-numbered years; two chapter liaisons serve terms starting on July 1 of even numbered years.
- Ability to obtain private or company funding for position responsibilities would be a plus, but is not mandatory (Heritage Region budget includes funding for chapter liaison duties)

Contributes to board diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Heritage Region IABC Committee Chair Job Description

Title: Accreditation Chair

Position Summary: The position recruits and chairs a committee to proactively plan and guide development of accredited business communicators (ABCs) within the Heritage Region. The Accreditation Chair reports to the Professional Development Director.

Major duties and expectations:

- Recruit members to the Accreditation Committee
- Oversee committee work:
 - Develop and implement annual plan for the promotion and development of new ABCs
 - Identify accreditation leaders in chapters
 - Assist chapters in identifying potential new ABCs
 - Provide ABCs to lead accreditation workshops within the Heritage Region
 - Coordinate accreditation exam dates and locations within the Heritage Region
 - Promote to ABCs within the Heritage Region the volunteer opportunities and benefits of proctoring and/or grading oral and written exams and grading portfolios
 - Provide linkage among Accreditation Council, ABCs, and chapters in the Heritage Region
 - Share best practices among Accreditation Council, ABCs, and chapters in the Heritage Region
- Provide status reports to the Professional Development Director
- Develop budget request to support planned activities.
- With assistance of Volunteer Recruitment and Retention Chair, identify successor
- Train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Member focus
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Must have IABC accreditation
- Strong understanding of IABC accreditation program and staff and volunteer leaders
- Facilitation and presentation skills
- Coaching and mentoring skills for portfolio development and exam preparation
- Organizational skills
- Leadership skills

Time required:

- Able to devote adequate time and energy to this position
- Term is for one year, beginning on July 1

Contributes to volunteer diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Heritage Region IABC Committee Chair Job Description

Title: Awards Chair

Position Summary: The position recruits and chairs a committee to plan and implement the annual awards program within the Heritage Region. The Awards Chair reports to the Professional Development Director.

Major duties and expectations:

- Recruit members to the Awards Committee
- Oversee committee work:
 - Develop and implement plan for the awards program of the Heritage Region
 - Create, execute, and distribute the Call for Entries and promotional collateral
 - Collect entries and develop tracking system
 - Collect payments and forward to Finance Director
 - Research and recruit judges and ship entries to appropriate judges
 - Collect results
 - Notify winners and their supervisors
 - Create awards and distribute to winning individuals
- Provide status reports to the Professional Development Director.
- Develop budget request to support planned activities.
- With assistance of Volunteer Recruitment and Retention Chair, identify successor
- Create summary reports and meet with successor chair(s) for training

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Member focus
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Previous experience leading or serving on chapter, regional, or other association awards committee is highly preferred
- Project management experience
- Organizational skills
- Leadership skills
- Networking skills within the Heritage Region and with other U.S. Regions
- Facilitation and presentation skills
- Ability to recruit committee members

Time required:

- Able to devote adequate time and energy to this position
- Term is for one year, beginning on July 1

Contributes to volunteer diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Heritage Region IABC Committee Chair Job Description

Title: Chapter Relations Chair

Position Summary: The Chapter Relations Chair recruits and chairs the Chapter Relations Committee, which is charged with developing and building relationships with and among all chapters in the Heritage Region. The position reports to the Chapter Relations Director

Major duties and expectations:

- Recruit members to the Chapter Relations Committee
- Oversee committee work:
 - Provide primary linkage among chapters within Heritage Region
 - Facilitate sharing of best practices and ideas among all chapters
 - Hold regularly scheduled roundtable conference calls (by portfolio) for all chapter leaders
 - Encourage sharing of information about chapter activities and issues with other chapters and with the Heritage Region Chapter Relations Director.
- Provide status reports on chapter relations to the Heritage Region Chapter Relations Director.
- Develop budget request to support planned activities.
- With assistance of Volunteer Recruitment and Retention Chair, identify successor
- Train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Member focus
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Understanding of IABC structure, services, issues/positions, and staff and volunteer leaders
- Strong networking, facilitation, and presentation skills
- Knowledge of best practices in association chapter relations
- Organizational skills
- Ability to recruit committee members

Time required:

- Able to devote adequate time and energy to this position
- Term is for one year, beginning on July 1

Contributes to volunteer diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

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Heritage Region IABC Committee Chair Job Description

Title: Communications Chair

Position Summary: The Communications Chair is responsible for regional communications to all constituencies, both internal and external, in a timely and accurate manner. He/she is encouraged to recruit a committee of volunteers to help perform communications tasks. The Communications Chair reports to the Communications Director/Secretary.

Major duties and expectations:

- Develop annual communications plan and strategy for regional communications, including communications to: Heritage chapters, other US regions, external media relations. Could include newsletters, Web site, visits by Regional leaders to chapters
- Work closely with Chapter Relations Chair to identify potentially newsworthy items and needs for information
- Write and distribute newsletter
- Design and maintain Web site
- Promotes consistent use of IABC brand within region
- Develop budget request to support planned activities
- With assistance of Volunteer Recruitment and Retention Chair, identify successor
- Train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Member focus
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Proficient in writing/editing/layout
- Knowledgeable about information gathering tactics and external media relations
- Relationship management skills

Time required:

- Able to devote adequate time and energy to this position
- Term is for one year, beginning on July 1

Contributes to volunteer diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

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Heritage Region IABC Committee Chair Job Description

Title: Conference (Co-) Chair(s)

Position Summary: The Conference Chair coordinates the annual Region Conference. He/she identifies and manages the members of the Conference Committee. This may be a shared position. The Conference (Co-) Chair(s) reports to the Region Director who will be the Past Region Director the year of the conference.

Major duties and expectations:

With the Conference Committee's assistance,

- Propose conference date, location and registration fees for approval by Region Board
- Identify and secure appropriate venue and make facilities arrangements
- Identify speakers and plan conference program
- Promote conference attendance to IABC members and appropriate non-members
- Manage conference registrations
- Coordinate conference income and expenditures with Region Finance Administrator
- Evaluate efforts at end of conference and make suggestions for future improvements
- Develop budget request to support planned activities
- With assistance of Volunteer Recruitment and Retention Chair and the incoming Region Director, identify successor
- Train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Member focus
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Professional development/training
- Event planning
- Volunteer management
- Outstanding organizational skills
- Promotional/communication skills

Time required:

- Able to devote adequate time and energy to this position
- Term is for 18 months, beginning on July 1 and ending December 31 of the following year

Contributes to volunteer diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

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Heritage Region IABC Committee Chair Job Description

Title: Members-at-Large (MAL) Chair

Position Summary: The Members-at-Large (MAL) Chair serves as a link between the region's members-at-large and the region. He/she reports to the Region Growth and Development Director.

Major duties and expectations:

- Serve as the voice of MALs on the regional level
- Develop annual MAL Forum and services and programs for MALs
- Contact the region's MALs when they join or rejoin IABC
- Communicate quarterly with the region's MALs to share information about regional and international programs/services and to encourage participation
- Develop additional MAL programs, such as sub-regional gatherings, as appropriate
- Help identify MALs for regional and international volunteer opportunities
- Develop budget request to support planned activities
- With assistance of Volunteer Recruitment and Retention Chair, identify successor
- Train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Member focus
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Is or has been an IABC Member-at-Large
- Familiarity with IABC member benefits and regional programs/services
- Communication skills
- Organizational skills

Time required:

- Able to devote adequate time and energy to this position
- Term is for one year, beginning on July 1

Contributes to volunteer diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

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Heritage Region IABC Committee Chair Job Description

Title: New Chapter Development Chair

Position Summary: The position recruits and chairs a committee to pro-actively plan and guide development of new IABC chapters from developmental status to fully active chapter status within the Heritage Region. The position reports to the Regional Growth & Development Director.

Major duties and expectations:

- Recruit members to the New Chapter Development Committee
- Oversee committee work:
 - Develop and implement annual plan for the pro-active addition of new chapters within the Heritage Region
 - Identify potential leaders in areas where new chapters are to be established and provide them with training/tools
 - “Sponsor” developmental chapters to ensure steady progress toward becoming a fully active chapter according to IABC requirements.
 - Continue to provide oversight during the first two years of chapters with new fully active status and coordinate with chapter liaison assigned to the chapter
 - Provide linkage and sharing of best practices among developmental and new fully active chapters within the Heritage Region
- Provide status reports to the Regional Growth & Development Director
- With assistance of Volunteer Recruitment and Retention Chair, identify successor
- Train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Member focus
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Strong understanding of IABC services, issues/positions, and staff and volunteer leaders
- Well-rounded experience on the Chapter level in order to counsel new chapter leaders
- Project management experience
- Organizational skills
- Leadership skills
- Facilitation and presentation skills
- Ability to recruit committee members

Time and financial support:

- Able to devote adequate time and energy to this position and required board activities
- Term is for one year, beginning on July 1
- Ability to obtain private or company funding for position responsibilities would be a plus, but is not mandatory

Contributes to board diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Heritage Region IABC Committee Chair Job Description

Title: Recognition Chair

Position Summary: The Recognition Chair coordinates regional programs to recognize IABC volunteers in the Heritage Region. The Recognition Chair reports to the Leadership Development Director.

Major duties and expectations:

- Assist Region Director in recognizing retiring region board members
- Coordinate annual chapter leader recognition program
- Share best recognition practices with chapter leaders for use at the chapter level
- Promote IABC recognition programs, such as Fellow designation and Chapter Volunteer of the Year, and serves as conduit for regional nominations
- Develop budget request to support planned activities
- With assistance of Volunteer Recruitment and Retention Chair, identify successor
- Train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Member focus
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Volunteer recognition programs
- Familiarity with chapter operations
- Organizational skills

Time required:

- Able to devote adequate time and energy to this position
- Term is for one year, beginning on July 1

Contributes to volunteer diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

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Heritage Region IABC Committee Chair Job Description

Title: Research Foundation Liaison

Position Summary: The Research Foundation Liaison leads the region's efforts to support the IABC Research Foundation. He/she also is a resource for chapter Research Foundation efforts. The Research Foundation Liaison reports to the Finance Director.

Major duties and expectations:

- Serve as the region's primary contact for the Research Foundation
- Develop and administer strategy and plan to obtain financial and volunteer support for the IABC Research Foundation within the region (e.g., donor awareness, promotion of Research Foundation work, volunteers for Research Foundation activities, etc.)
- Provide guidance and support to chapters in their efforts to support the Research Foundation
- Help identify potential donors within the Heritage Region for the Research Foundation
- Develop annual budget request to support planned activities
- With assistance of Volunteer Recruitment and Retention Chair, identify successor
- Train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC, the Research Foundation and the communication profession
- Problem solving and decision making
- Member focus
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Financial acumen with specific attention to donor development opportunities
- Sales and/or marketing experience
- Relationship management skills
- Communication/promotion skills
- Special events management
- Consultative skills

Time required:

- Able to devote adequate time and energy to this position
- Term is for one year, beginning on July 1

Contributes to volunteer diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Issued 1/07; Revised 07/07

Heritage Region IABC Committee Chair Job Description

Title: Scholarships & Grants Chair

Position Summary: The Scholarships & Grants Chair oversees the professional development scholarships/stipends offered by the region. He/she also coordinates the submission of regional development grant applications on behalf of the region and its chapters. The Scholarships & Grants Chair reports to the Finance Director.

Major duties and expectations:

- Apply for and administer IEB Regional Grants
- Administer financial support to chapters (LI and International Conference scholarships)
- Work with Student Chapters Chair to develop and administer student scholarship program
- Develop budget request to support planned activities
- With assistance of Volunteer Recruitment and Retention Chair, identify successor
- Train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Member focus
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Financial acumen
- Familiarity with scholarship programs/processes
- Grant writing experience desirable

Time required:

- Able to devote adequate time and energy to this position
- Term is for one year, beginning on July 1

Contributes to volunteer diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Issued 3/05; Revised 07/07

Heritage Region IABC Committee Chair Job Description

Title: Seminars Chair

Position Summary: The Seminars Chair coordinates professional development programs ("Traveling Road Shows") that the region provides to chapters, with the goal of enabling chapters to bring in higher quality speakers than they normally could access by themselves. He/she is also responsible for developing webinars and teleconferences. The Seminars Chair reports to the Leadership Development Director.

Major duties and expectations:

- Conduct research with chapters to identify seminar/webinar/teleconference needs/interests
- Select and promote speakers, coordinate availability with chapters
- Provide chapters with speaker background and seminar marketing materials
- Coordinate region's reimbursement of speaker's travel
- Select webinar/teleconference speakers; schedule sessions and promote events
- Develop budget request to support planned activities
- With assistance of Volunteer Recruitment and Retention Chair, identify successor
- Train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Member focus
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Professional development/training
- Current issues and trends in business communication
- Organizational skills
- Promotional/communication skills

Time required:

- Able to devote adequate time and energy to this position
- Term is for one year, beginning on July 1

Contributes to volunteer diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Issued 3/05; Rev. 07/07

Heritage Region IABC Committee Chair Job Description

Title: Sponsorship Chair

Position Summary: The Sponsorship Chair leads the region's efforts to obtain sponsorships for regional and international programs, services and events. He/she also is a resource for chapter sponsorship chairs. The Sponsorship Chair reports to the Finance Director.

Major duties and expectations:

- Develop and administer plan and strategy to obtain sponsorships for the region (e.g., awards program, regional conference, etc.)
- Provide guidance and support to chapters in seeking and obtaining sponsorships
- Help identify potential sponsors for IABC's national and international needs
- Work with Finance Director to administer sponsorships in the region
- Develop budget request to support planned activities
- With assistance of Volunteer Recruitment and Retention Chair, identify successor
- Train successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Member focus
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Financial acumen
- Sales and/or marketing experience
- Relationship management skills
- Consultative skills

Time required:

- Able to devote adequate time and energy to this position
- Term is for one year, beginning on July 1

Contributes to volunteer diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other

Issued 3/05; Revised 07/07

Heritage Region IABC Committee Chair Job Description

Title: Volunteer Recruitment and Retention Chair

Position Summary: The Volunteer Recruitment and Retention Chair is responsible for the region's volunteer recruitment and retention efforts for positions on the Heritage Region Board and committees, the International Executive Board, the IABC Research Foundation, and international task forces and committees. He/she reports to the Regional Growth & Development Director.

Major duties and expectations:

- Serve as the point person for recruiting and retaining volunteers in the region
- Maintains close working relationships with the current Past Region Director (for the nominating committee); the Communication Director/Secretary (for maintaining a volunteer database); the Chapter Relations Director and Chapter Liaisons (for identifying potential volunteers); and the Region Growth & Development Director.
- Establishes a mechanism for identifying and recruiting a pool of volunteers in the region, including identifying, in consultation with chapter president, a "volunteer point person" for each chapter
- Works with regional committee members and chapter volunteer point person to develop pool of potential volunteer candidates.
- Develops and administers a database of potential volunteers
- Evaluates job descriptions for volunteer positions and matches with potential volunteers
- Contacts and follows up with potential volunteers about volunteer opportunities
- Develop budget request to support planned activities
- With assistance of Regional Growth & Development Director, identify successor
- Train committee members and successor

Core competencies (refer to matrix for indicators):

- Advocate for IABC and the communication profession
- Problem solving and decision making
- Resource development competency
- Professional demeanor

Position-specific knowledge, skills, competencies and experience:

- Is or has been an active IABC member with contacts throughout the region
- Familiarity with volunteer programs
- Familiarity with Heritage Region and IABC structure and programs/services
- Communication skills
- Organizational skills

Time required:

- Able to devote adequate time and energy to this position
- Term is for one year, beginning on July 1

Contributes to volunteer diversity:

- Geographical, communication discipline, industry/work setting, ethnicity/culture, gender, age or other