

IIBA UK Operations Director Role Profile

Purpose of Role

The core purpose of this role is to ensure that the processes and systems are in place for the effective running of the IIBA UK Chapter.

Accountabilities

Contributes to the creation of strategy for the IIBA UK

Participates in monthly IIBA UK board meetings and keeps the board members informed and up to date on operational matters.

Ensures relevant systems are in place to support the running of the Chapter such as:

Website

Mailing List

Event Management

Document Management

Ensures processes that are necessary for effective running of the chapter are in place and documented without becoming too time consuming and cumbersome as all members of the board are volunteers.

Track and measure relevant KPIs

Produce annual budget for the operational aspects of running of the Chapter

Provide liaison point with central IIBA for operational matters such as technology and processes to support the chapter

Own and contribute to projects aligned to the strategy and agreed to by the IIBA UK board for the on-going development of the chapter and services provided to its members

Key Dates

Board Meetings

- Monthly

Annual review and Strategy setting

- January

Annual Survey

- Survey preparation December - January
- Run survey February - Mid March
- Analyse results March – End May
- Publish results 1st June

Budget Setting

- January – February

Manage Election Process

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Works closely with

IIBA UK Board

Volunteers

Suppliers providing services to IIBA UK, for example website hosting and development
Central IIBA Technology Board