

IIBA Istanbul Chapter Policies & Procedures

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1. Board of Directors

1.1 Overview

The IIBA Istanbul Chapter fills Board of Director positions through a nomination and elections process. An Elections Committee is established to manage this process on behalf of the Chapter.

1.2 Responsibilities

All individuals elected to the Board shall act in a position of trust for the Chapter and are responsible for the effective governance of the organization. Specific activities may be delegated to Volunteers or Committees; however, Directors remain ultimately accountable.

1.2.1 General Responsibilities

Each Director is expected to:

- Commit to the work of IIBA and promote the Istanbul Chapter.
- Attend monthly Board meetings and Annual General Meetings.
- Prepare for discussion and vote on motions during meetings.
- Support and participate in Chapter events and Committees.
- Maintain process documents related to their respective portfolios.
- Transition processes and tools to incoming Directors.

1.2.2 Core Competencies

Each Director should be proficient in the following core competencies:

- **Flexibility:** Adapt to changing conditions and challenge the status quo.
- **Communication:** Effectively communicate verbally, non-verbally, and in writing.
- **Leadership:** Act ethically, be trustworthy, and lead proactively.
- **Critical Thinking:** Solve problems and make decisions despite ambiguity.
- **Performance Orientation:** Meet deadlines and produce quality results.
- **Courage and Conviction:** Demonstrate courage aligned with Chapter vision and values.

1.3 Board Positions

Board positions are volunteer only. Time commitments vary from role to role but typically require 15 to 20 hours per month. The term of office is two (2) years, commencing in alternate years. Vacant positions may be filled to the end of the current term.

2. Volunteers

2.1 Overview

The IIBA Istanbul Chapter fills Volunteer positions through an application process. Volunteers are expected to adhere to Chapter principles and must be Members in good standing, signing a Chapter Confidentiality Agreement before serving.

2.2 Responsibilities

2.2.1 General Responsibilities

Volunteers must:

- Commit to the work of IIBA and promote the Chapter.
- Participate in Chapter events and Committees.
- Maintain process documents and ensure smooth transition to new Volunteers.

2.2.2 Core Competencies

Volunteers should be proficient in:

- **Flexibility:** Adapt to changing conditions.
- **Communication:** Communicate effectively in all forms.
- **Performance Orientation:** Work independently to meet deadlines.

3. Committees

3.1 Overview

Committees are formed to achieve strategic objectives and filled through an application process. All Committee members must be Members in good standing and adhere to the Chapter's principles.

3.2 Responsibilities

3.2.1 General Responsibilities

Responsibilities are based on the scope of work and managed by a Board member. Each Committee member is responsible for delivering on expectations set by the Board.

3.2.2 Core Competencies

Committee members must be proficient in:

- **Flexibility:** Adapt to changing conditions.
- **Communication:** Effectively convey ideas and updates.
- **Performance Orientation:** Independently meet deadlines and produce quality outcomes.

3.3 Committee Positions

Committee members contribute approximately 5 to 10 hours per month, based on role requirements.