

Editorial Advisory Committee - Volunteer Opportunity

VOLUNTEER OPPORTUNITY	
IIBA Volunteer Opportunity Title:	Editorial Advisory Committee Focus: The Business analysis related content created, presented and published via IIBA
Term Start Date:	2017 05 15
Term End Date:	Staggered Term End Date based on volunteer's commitment term – 1, 2, or 3 years, after start date
Volunteer Reports to: (Business Lead)	Director, Brand and Communications
Senior Leadership (Staff)	Director, Brand and Communications
Contact email:	volunteer@iiba.org
Posting Date:	2017 04 28
Time Commitment Required:	One (1) hour, bi-monthly editorial review meeting. Reviewing Content: minimum 6-8 hrs. per year Content Creation: minimum 2-3 days per year Adhoc, Editorial Task Force Activities (Time commitment defined, as needed)
Travel required:	N/A
Number of Volunteers required:	5-8
IDENTIFY THE NEED	
<p>Purpose: Drawing from diverse sources of expertise, the editorial advisory committee will spearhead the direction of the editorial content produced and presented to meet the needs of the business analysis (BA) community. Specifically, providing editorial input to ensure the accuracy and relevancy of content shared by IIBA. In addition, the advisory committee will serve to influence the future direction of IIBA content through new ideas and innovation.</p> <p>Objective:</p> <ul style="list-style-type: none"> • Ensure that the BA Community receives timely and appropriate content that supports the practice of business analysis, as practitioners and the profession, itself. • Provide advisory committee members the opportunity to participate constructively, meaningfully and openly in discussions and decision-making on content concerns and issues that affect the BA community. • Work collaboratively to identify and address community content concerns and opportunities and publish/present content that will enhance the quality of BA practice. • Create awareness of the business analysis practices and results that Deliver Value. Creating Success. • Communicate with the broader community with regard to the mission and activities of this Editorial Advisory Committee to raise the visibility of IIBA content vehicles • Contribute to the development of positive long-term relationships amongst the BA community by uniting a community of business analysis professionals through unbiased, relevant editorial content 	
IDENTIFY THE EXPECTED OUTCOME (Impact on the BA community)	
The editorial advisory committee members will help guide the content provided to the BA Community to ensure its relevancy and timeliness in the support of BA practitioners; this is important work that contributes to the growth and value of the Business Analysis profession, as a whole.	
REQUIREMENTS	
<ul style="list-style-type: none"> • Active IIBA Membership is strongly encouraged, but not mandatory • You are willing and able to devote time required to complete the initiative • You have access to email, the internet, and a word processing program (compatible with Microsoft Word) • You are willing and able to attend virtual meetings, as scheduled 	

- You are willing to listen to the opinions and ideas of others, to share your own ideas and opinions, and to contribute to the work groups to reach consensus, as required

OPPORTUNITY OVERVIEW

The volunteer Editorial Committee members will:

- Bring the perspective of business analysis professionals on best practices, trends, and topics critical to business analysis today and in the future,
- Assist in defining relevant editorial/presentation themes based on the needs of the community and IIBA's strategic goals,
- Review and Recommend articles and webinar presentation topics for inclusion in publication and webinar calendars,
- Provide input and recommendations to improve professional development articles/presentations to be shared with the BA community through BA Connection (IIBA's e-Newsletter), BA Lens, Knowledge Centre, Blogs, Best Practices for Business Analysis, Quick Tips, Social Media and Webinar forum,
- Review previous months' content and plan for the delivery of content for the subsequent 2-4 months, during the bi-monthly meetings, and
- Actively encourage business analysis SMEs to contribute articles to IIBA and/or present webinars within IIBA's webinar forum.

Meeting Venue:

All meetings will be held virtually. Web based conferencing (i.e., Go to Meeting) and collaborative tools will be used to support these meetings.

Committee Membership

- Comprised of five to eight IIBA member representatives from the global community
- IIBA Brand and Communications Staff
- Director, Brand and Communications

WORK INVOLVED

The core work involved with the committee is to provide business analysis expertise oversight in reviewing, recommending, and scheduling the publication/presentation of content via IIBA's communication/presentation vehicles.

Committee Members

- Are required to attend and actively participate in bi-monthly editorial/content review meetings.
- Will fill the position for a 1, 2, or 3-year term- as determined by the agreed commitment level
- Will commit to editing/reviewing a minimum of three (3) articles/presentations each year (per agreed volunteer term)
- Will commit to writing a minimum of two (2) articles each year (per agreed volunteer term)

Optional Task Force Participation:

Periodically, committee members or a subset of committee members will be invited to join a task force to address a specific area of focus, related to editorial/content concerns (i.e., webinar presenter recruitment). Once the concern is addressed, the task force will be disbanded. A separate meeting schedule will be determined for a Task Force.

REQUIRED SKILLS & EDUCATION

- Hold business analysis subject matter expertise in at least one of the following areas:
 - Information Technology
 - Agile
 - Business Intelligence
 - Business Architecture
 - Business Process Management
 - Change Management

- Have previously authored or co-authored published business analysis content
- Have a positive attitude and sincere interest in supporting the professional growth of the BA Community by guiding and contributing to BA Community editorial/presentation content via IIBA
- Have a strong practical understanding of Business Analysis and what it takes to be a successful BA professional
- A CBAP designation is preferred but not mandatory

BENEFITS OF THE POSITION TO THE VOLUNTEER

This is an opportunity to give back to the business analysis profession. In addition, volunteers will foster practitioner BA growth, and ultimately, advance the business analysis profession.

BENEFITS OF THE POSITION TO IIBA

The business analysis insight and expertise IIBA receives from the BA Community is invaluable. At IIBA, we are all about uniting a community of business analysis professionals. The committee and its members support this mandate by ensuring the content that is communicating through IIBA is topical and effective in making a positive difference to the way individuals' practice business analysis, as well as continue to move the BA profession forward.

ADDITIONAL INFORMATION

Relevant Communication/Presentation Vehicles

Quick Tips
 IIBA Webinars
 Best Practices for Business Analysis
 BA Lens
 Social Media (LinkedIn, Facebook, Twitter, Instagram)
 Knowledge Centre
 BA Connections – E Newsletter

APPLICATION PROCESSES

If you are interested in joining or learning more about the IIBA Editorial Advisory Committee, please send an email to brand@iiba.org, indicating the best way to contact you.