

The International Institute of Business Analysis[™] (IIBA[®]) is the independent non-profit professional association serving the growing field of business analysis. As the global thought leader and voice of the business analysis community, IIBA[®] actively supports the recognition of the profession and works to maintain standards for the ongoing development of the practice and the certification of business analysts.

Prior to completing the IIBA Chapter Start-Up Application		Complete
A minimum of three active IIBA Members in good standing are required to coordinate the necessary IIBA Chapter start-up activities	To become an IIBA Member please go to www.iiba.org , click the Join button and select the membership option that suits you best!	<input type="checkbox"/>
Determine which IIBA Chapter(s) are closest to your proposed Chapter location (if any)	Access the Chapter Directory	<input type="checkbox"/>
Choose your Chapter name	Chapter names are usually defined by the City, Province, Region, State or Country in which the Chapter will reside.	<input type="checkbox"/>
Have an indication of the initial number of IIBA Members interested in forming the Membership of the new Chapter	It is recommended that you have a minimum of 20 Members.	<input type="checkbox"/>
Prepare a detailed Business Plan	Submission of a detailed business plan for IIBA approval ensures that the proposed Chapter has a sustainable vision and the resources to support future growth and maturity.	<input type="checkbox"/>
Complete IIBA Chapter Start-Up Application		
Complete and submit the IIBA Chapter Start-Up Application	IIBA Chapter Start-Up Application	<input type="checkbox"/>
After Application Approval		
E-introduction to Regional Director, Deputy Director or Managing Director, Global Chapter Council Chair	IIBA Chapters are supported by a Regional and Deputy Director or Managing Director, who will assist your Chapter during the start-up process and in the future running of your Chapter. The Global Chapter Council (GCC) supports the Regional Directors, Deputy Regional Directors, Managing Directors and IIBA Chapters globally.	<input type="checkbox"/>
Chapter Start-Up Documents	An email containing all the required Chapter Start-Up documents and instructions for completion will be sent to the 3 contacts provided on the IIBA Chapter Start-Up Application.	<input type="checkbox"/>

Required Documents – Provided by IIBA in the Chapter Start-Up email*		Complete
Volunteer Terms and Conditions	<p>Each Chapter Board of Directors (BOD) and Volunteer Committee Member must complete the Volunteer Terms and Conditions form and agree to the Volunteer Terms and Conditions.</p> <ul style="list-style-type: none"> • Please add your Chapter Name and your Chapter Board position in the “Volunteer Additional Information” field • It is not necessary to upload a resume or other documents 	<input type="checkbox"/>
IIBA Petition*	The IIBA Members forming the Chapter BOD and potential Chapter Members of the Chapter supply their Full Name, Personal Email Address and IIBA Member ID on the IIBA Petition.	<input type="checkbox"/>
Survey	To identify other IIBA Members interested in joining the Chapter, request that IIBA send out a <i>Survey Monkey</i> ®. Those responding positively to the survey can be added to the IIBA Petition.	<input type="checkbox"/>
Chapter Profile Form for Chapter Start-Ups*	The Chapter Profile Form (CPF) for Chapter Start-Ups is a record of official Chapter information; complete all applicable fields.	<input type="checkbox"/>
Chapter Affiliation Agreement*	Chapter Affiliation Agreement is completed and signed by the Chapter President and one additional Board Member.	<input type="checkbox"/>
Chapter Bylaws*	Draft Chapter Bylaws based on the IIBA template provided, with consideration to regional and local regulations.	<input type="checkbox"/>
Submit to IIBA	<p>Chapter President (or delegate) submits required documents (electronically in separate PDFs) to chapter@iiba.org</p> <p>*IIBA Petition, *Chapter Profile Form for Start-Ups, *Chapter Affiliation Agreement, *Chapter Bylaws</p>	<input type="checkbox"/>
Upon authorization of Charter Status – IIBA will provide the following:		
Chapter Website	A website on IIBA’s platform, will be provided at no cost to the Chapter. Log in credentials will be provided to the individuals indicated on the CPF under the Chapter Website section.	<input type="checkbox"/>
Google Suite Account	<p>A Google Suite account including role-based emails for all BOD and Committee Members, will be provided at no cost to the Chapter. Admin support permissions to reset passwords, change account display names and set up aliases on Gmail accounts will be given to the Chapter President, who can request additional administrators by reaching out to Chapter Technical Support at chapter.support@iiba.org.</p>	<input type="checkbox"/>
Cisco Webex Account	A Webex Account, to be used for interactions with multiple external contacts, screen sharing and/or video conferencing and sessions that require recording, will be provided at no cost to the Chapter.	<input type="checkbox"/>

Upon authorization of Charter Status – IIBA will provide the following: (cont'd.)

Approved Chapter Affiliation Agreement signed by IIBA’s Director, Regions and Chapters	<input type="checkbox"/>
Chapter Charter Certificate with the Chapter name and Charter date	<input type="checkbox"/>
Resource Guide for Newly Chartered Chapters	<input type="checkbox"/>
A zip file containing official IIBA Chapter Logos	<input type="checkbox"/>
Access to IIBA’s Chapter Portal	<input type="checkbox"/>
Introduction to IIBA PPT Presentation to share with Chapter Members	<input type="checkbox"/>

Next Steps for Chapters Upon Receiving Charter Status

Organize a Kick-Off Event and notify the IIBA Chapter Team, your Regional or Managing Director, and GCC Chair.	<input type="checkbox"/>
Update the Chapter Profile Form to include any info that may have changed or was not previously captured on the initial submission of the form (if applicable).	<input type="checkbox"/>
Apply for status as a non-profit organization or the equivalent in your geographic area.	<input type="checkbox"/>
U.S. Chapters are to be Incorporated. See the U.S. Chapter Incorporation Kit provided	<input type="checkbox"/>
Participate in monthly Regional Conference Calls (details provided by the Regional Director).	<input type="checkbox"/>
Chapters are responsible for filing their own taxes – contact your local tax authority and/or an accountant in your area to determine local regulations to obtain required Tax ID.	<input type="checkbox"/>