



Business Technology Management (BTM) Forum Chapter Operating Board Terms of Reference

April 2017

Business Technology Management Forum (BTMF)

Established as an unincorporated professional association, the BTM Forum (BTMF) is the national body for managing the BTM activities. It is a multifaceted organization governed by BTM Forum Governing Council and comprised of representatives who are responsible for steering the organization's overall direction on members' behalf. The BTMF is a ring-fenced entity within the Information Technology Association of Canada (ITAC) and is recognized as the awarding organization to design, develop and award qualifications, such as certification and accreditation.

BTM Chapters

Chapters identify and customize activities to meet the needs of local members. Chapters invite and engage their own leadership team, and they host their own networking and skill building events. They participate in organizing national initiatives that are delivered through the Chapter and provide input to the BTM Forum Governing Council. Chapters play a key role in promoting the BTM Forum membership and member certification to students and alumni within their provincial jurisdiction.

Chapter Governing Structure

Each Chapter is managed by a BTM Chapter Board. The Chapter Board reports to the BTM Governing Council. A BTM Chapter's Governing Board shall be comprised, at any one time, of up to ten (10) members inclusive of the Chairperson. Members of the Chapter Board can be drawn from the community and consist of BTM student representatives, BTM graduate representatives, and local industry representatives. All Board members should attain BTM Forum membership. If possible and where Chapters exist, BTM Chapters should seek to identify a representative from the local CIOCAN group, which is a partner of the BTM Forum.

Terms

To ensure continuity it is recommended that Chapter Board Members serve for a minimum of two years (renewable once). The Chair and Vice-Chair would serve for one year with the Vice-Chair assuming the Chair at the end of the Chair's term. If the Chair is unable to complete the term of office of the Chair, the Past Chair or Vice Chair will fill the position for the remainder of that term. The Board may extend the term of office of the Chair for the year during which the Vice Chair would have otherwise become Chair.

Fiduciary Responsibilities

The BTM Governing Council holds fiduciary responsibilities. Therefore any BTM Chapter activities involving the collection of revenues and the incurring of expenses should be reviewed and approved by the BTM Governing Council before proceeding.

Chapter Board – Roles and Responsibility

- Develop diverse local opportunities that enable BTM Forum members to share in the role of advancing the goals of the Forum and assist in building membership within the community.
- Provide a community network of BTM members to share and leverage knowledge, experiences, and best practices in a forum that ensures relevance in today's business environment.
- Identify membership needs and determine yearly mandate and goals
- Actively participate in and help to promote national events that are delivered via the Chapter (i.e. BTM TalentMash and the BTM Online Competition)
- Identify the needs of the local membership and develop a local BTM Chapter plan and programs that address those needs.
- Actively engage with members through the BTM Forum JomSocial social network.

Meetings of the Chapter Board

The Chapter Board should meet a minimum of two times per year. Meeting can be face-to-face or virtual.

Quorum

A quorum consists of 50% of active Chapter Board members.

Chair - Roles and Responsibilities

- Preside over meetings of the board. If the Chair is unavailable, the Vice Chair will assume this responsibility
- Conduct the meetings in accordance with the board's procedures and practices for the conduct of board meetings
- Establish agendas for board meetings
- Ensure that members of the board have the information needed for informed discussion of the agenda items
- Act as spokesperson to the public on behalf of the board, unless otherwise determined by the board
- Provide leadership to the board in maintaining the board's focus on the multi-year strategic plan
- Provide leadership to the board in maintaining the board's focus on the BTM Forum mission and vision
- Assume such other responsibilities as may be specified by the board
- The chair and vice-chair may vote on all matters