Association of
BUSINESS PROCESS MANANGEMENT
Professionals

ABPMP Board Director

Roles, Responsibilities and Expectations

Board Director General Requirements

- You should be willing to make the time commitment to the Director responsibilities and required meetings

- You should bring a sense of entrepreneurial spirit and energy to the office

- Where appropriate, you should have some experience (other industries okay) for the office you are running.

- You should have experience and/or an operational understanding of how to run/operate a Profit and Loss organization (despite non-profit status)

- You should have experience in leadership positions, facilitation skills and an understanding of ROI and running programs with little resources

Board Director Requirements

- You must be an ABPMP Professional member in good standing (sign and adhere to Code of Ethics) throughout term of office.
- Board members must be CBPP® certified or be willing to become certified within their first year of service. Failure to obtain CBPP® certification will be grounds for removal from office. (ABPMP covers the cost of the exam)
- For President, you must have served at least one term in another capacity on Board and have experience running/operating and Profit and Loss organization.
- Presidential term is 1 year. Term of Office for VPs is 2 years beginning Jan 1st
- Removal from Office – for cause by two thirds vote of Board by violation of:
  - Ethics
  - Non-performance of duties of office
  - Violation of federal, state or local laws (by country)
  - Missing more than two board meetings in one year
- All board members receive free membership during their term in office
- Board Meets Quarterly
  - 2x/year – Face to Face (US only, OUS, Virtual) – F2F – Weekends, full day Saturday, half day Sunday, Virtual, must attend at least 3 hours by teleconference
  - 2x/year – Virtual conference (All) – Usually half day Saturdays, OUS must attend at least 3 hours by teleconference
- Directors are expected to spend at least <u>20-30 hours</u> **between board meetings** on ABPMP Board responsibilities in addition to Quarterly meetings

President

The President, who is also the Chief Executive Officer (CEO), is responsible for providing leadership and direction. The President is the general representative to outside groups and bears final accountability for the health and well-being of ABPMP.

- Duties:
  - Convene and preside at Board of Directors meetings
  - Provide leadership and long-term direction
  - Maintain and present the ABPMP Strategic Business Plan;
  - present annual status and goals report to membership
  - Assign tasks and responsibilities to Directors and committees
  - Represent ABPMP to external organizations
  - Serve as the primary contact with the ABPMP legal counsel
  - Maintain ABPMP incorporation status;
  - Vote at Board of Directors meetings only in case of a tie among the other eligible Board Members
  - Sign and adhere to the ABPMP Code of Ethics

VP, Membership

The Vice President of Member Services is responsible for developing, providing, coordinating, and maintaining ABPMP member services. Must answer: How to *drive* Professional Memberships.

- Duties:
    - Direct administration of member services and benefits;
    - Determine eligibility for membership classes and benefits based on information provided on membership applications
    - Plan and package overall services and benefits;
    - Manage the Membership Directory/Database
    - Maintain a Member Services Directory
    - Act as an advocate for individual members to the Board
    - Attend Board of Directors meetings
    - Vote at Board of Directors meetings
    - Sign and adhere to the ABPMP Code of Ethics

VP, Chapters

The Vice President of Chapter Services is responsible for developing new chapters and assisting chapters in maintaining successful programs. Must answer: How to *grow* and *sustain* Chapters

- Duties:
    - Direct administration of chapter services and benefits;
    - Plan and package overall chapter services;
    - With the AMC, manage a Chapter Officer Contact Listing;
    - Ensure all board decisions and directions are communicated to all chapters
    - Maintain a Member Services Directory
    - Attend Board of Directors meetings
    - Vote at Board of Directors meetings
    - Sign and adhere to the ABPMP Code of Ethics

VP, Education

The Vice President of Education Services is responsible for developing professional educational programs and relationships with educational institutions and organizations. Must answer: How to *establish* BPM CBOKs as *global standard*

- Duties:
  - Direct administration of education services;
  - Plan and package overall education services;
  - Maintain the Guide to the Business Process Management Common Body of Knowledge
  - Maintain the BPM Model Curriculum and BPM Competency Model
  - Develop and maintain relationships with educational institutions and training organizations
  - Maintain a Registered Training Provider Program
  - Attend Board of Directors meetings
  - Vote at Board of Directors meetings
  - Sign and adhere to the ABPMP Code of Ethics

VP, Certification

The Vice President of Certification Services is the process owner for administration of the certification exam application, administration of the Certification program and relationships with ABPMP Chapters, Affiliates, Corporate partners, and Academic institutions and organizations. Must answer: How to *feed* Certification Queue and *evolve* products

- Duties:
    - Direct administration of ABPMP Certification Programs
    - Maintain the certification exam bank
    - Plan and package overall certification program and services;
    - Develop marketing and communications collateral to promote and grow the ABPMP Certification Program.
    - Assist AMC to maintain a listing of all examination takers and certification holders with their recertification status
    - Attend Board of Directors meetings
    - Vote at Board of Directors meetings
    - Sign and adhere to the ABPMP Code of Ethics

VP, Marketing

The Vice President of Marketing and Communications is responsible for managing the association's brand image, managing public relations services, and all internal and external communications for ABPMP International. Must answer: How to *engage members*, *build partnerships* to *grow brand*

- Duties:
    - Develop and maintain a brand image for ABPMP
    - Administer publicity and public relations programs for ABPMP
    - Communicate the principles and benefits of the Business Process Management discipline to the professional community and the world at large
    - Coordinate and administer creation of promotional materials
    - Promote and coordinate printing of business process management articles in industry publications with references to ABPMP and its principles
    - Communicate the principles and benefits of Business Process Management disciplines to the professional community and the world at large
    - Direct administration of ABPMP communication forums
    - Attend Board of Directors meetings
    - Vote at Board of Directors meetings
    - Sign and adhere to the ABPMP Code of Ethics

VP, Conference

The Vice President of Conference Services is responsible for planning and managing regional, national and international events for ABPMP. This officer will solicit vendors and other organizations in the BPM space for collaboration, sponsorship, endorsement and support, coordinate with local chapters and affiliates to build the programs, and, as appropriate, negotiate contracts with event providers and suppliers. Must answer: How to *fund* or *partner* to produce a regional or Country specific conference
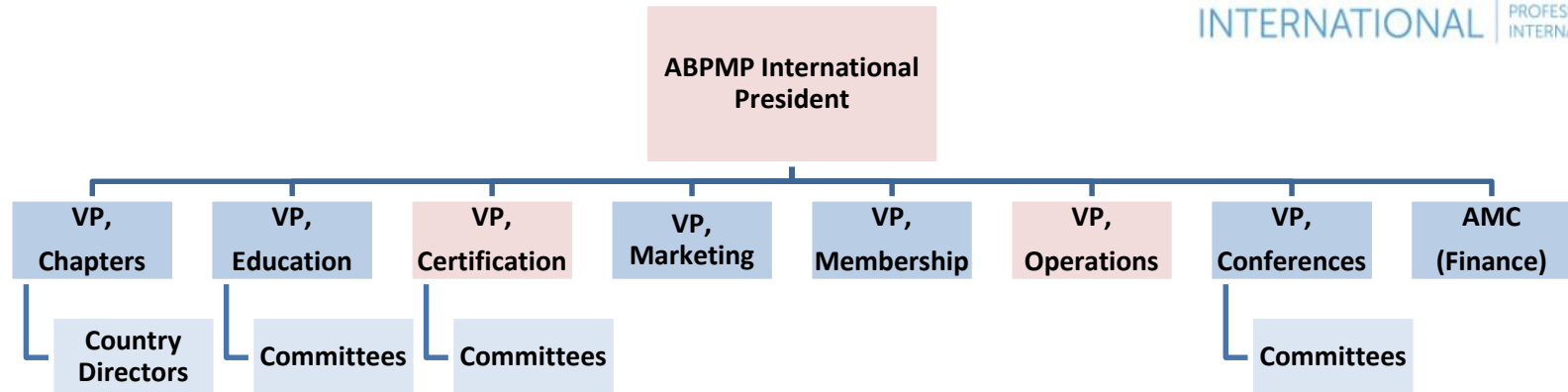
- Duties:
  - Produce an annual general membership meeting and conference
  - Produce periodic local, regional, national and international events
  - Manage ancillary programs such as webinars and seminars
  - Coordinate with the VP Education to produce educational events
  - Act as liaison to other BPM related conferences, arranging ABPMP endorsements, sponsorships, speakers, member discounts, and ancillary programs
  - Develop and maintain an ABPMP speaker bureau/directory
  - Attend Board of Directors meetings
  - Vote at Board of Directors meetings
  - Sign and adhere to the ABPMP Code of Ethics

VP, Operations

The Vice President of Operations, who is also the Chief Operations Officer (COO), is responsible for managing the ABPMP's administrative and business operations, and for supervising administrative contractors and personnel.

- Duties:
  - Direct the internal operations of ABPMP, including administrative services
  - Plan and coordinate ABPMP Board of Directors meetings
  - Maintain an archive of official association documents
  - Maintain a history of the association
  - Obtain Directors and Officers Insurance for the Board and Chapter Presidents
  - Perform special tasks as assigned by the President;
  - Attend Board of Directors meetings
  - Vote at Board of Directors meetings
  - Sign and adhere to the ABPMP Code of Ethics

ABPMP International Executive Board

ABPMP International President

| VP, Chapters | VP, Education | VP, Certification | VP, Marketing | VP, Membership | VP, Operations | VP, Conferences | AMC (Finance) |

- Country Directors (under VP, Chapters)
- Committees (under VP, Education)
- Committees (under VP, Certification)
- Committees (under VP, Conferences)

Executive Committee

- In absence of the President, the noted Executive Committee Directors have all the power and authority of the Board between meetings, except to amend by laws.
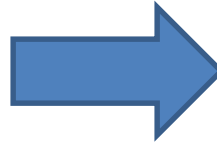
Executive Board

- Executive Board will be chartered with:
  - Organizational strategy, strategic planning and financial budgeting.
  - Drive changes to by laws to enable growth of global organization
- Roles & Responsibilities:
  - President – *Vision* and facilitation of 5 Year *Strategic Plan*
  - VP of Membership – Must answer: How to *drive* Professional Memberships
  - VP of Chapters – Must answer: How to *grow* and *sustain* Chapters
  - VP of Certification – Must answer: How to *feed* Certification Queue and *evolve* products
  - VP of Education – Must answer: How to *establish* BPM CBOKs as *global standard*
  - VP of Marketing – Must answer: How to *engage members*, *build partnerships* to *grow brand*
  - VP of Conferences – Must answer: How to *fund* or *partner* to produce a regional or Country specific conference

Strategic Planning

Executive Board

(Strategy)
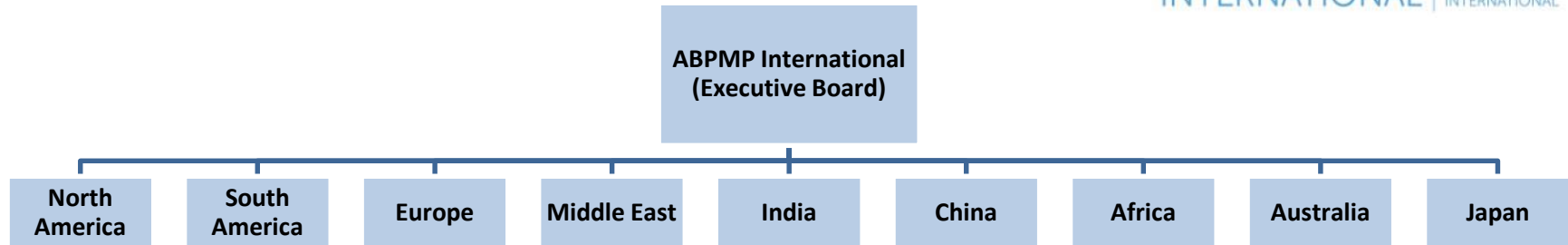
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Full Board

(Strategy Execution)

- Executive Board will be chartered with:
  - Organizational strategy, strategic planning and financial budgeting.
  - Drive changes to by laws to enable a global organization
- President
- VPs of:
  - Membership
  - Chapters
  - Certification
  - Education
  - Finance
  - Marketing/Relationships

- Full Board (with remaining members not on Executive Board) will be chartered with execution of strategic plans
- Local development projects

Global Centers

Global Centers Structure

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                    │ ABPMP International  │
                    │  (Executive Board)  │
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North America	South America	Europe	Middle East	India	China	Africa	Australia	Japan

Role Responsibilities:

- Country / Regional Directors to coordinate:
  - Chapter Development & Growth
  - Identify Chapter trainers
  - Identify and enroll Universities for each Chapter
  - Certification growth
  - Local Conferences/Workshops/Certification maintenance
  - Find & Develop Training Providers
  - Enroll companies in ABPMP BPM Training programs
- Structure by geography and/or local language combination
- Meets with VP of Chapters monthly
- Meets with Full Board semi-annually

Resources

[Volunteer Committee Descriptions and Open Positions](#)

Committee Positions

- All committee and subcommittee members must be active ABPMP members for the entire duration of their term and where noted, hold the BPM Certification credential (CBPA or CBPP).

- Upon completion of the term deliverables, each member will receive CE credits for hours volunteered and free Professional membership for the term (s) served.

Regional / Country Committees

- The purpose of the Regional Director Country Development Committee (RDC) purpose is to recommend is to foster relationships with Universities and (Local) Corporate partners in recommending programs, tools, and strategies to support the growth of ABPMP Chapters in the respective countries, in alignment with the strategic priorities of ABPMP and the ABPMP Mission. The RDC's success will be measured by ABPMP chapter community growth in ABPMP training, certifications, membership, membership retention and volunteerism.

Regional / Country Committees

- Regional Director Development Committee (RDC) Chair (one per continent)
- The RDC Chair is appointed by the VP of Chapters of the ABPMP Board, based upon recommendations from the ABPMP Board and Chapters Presidents. The geographical coverage is by continent (South America, Europe, Middle East, China, Japan, Africa, Australia)
  - Qualifications: The RDC Chair shall: (i) have served at least one (1) year on either the local Chapter Board within the last five (5) years; (ii) have served as a chapter officer (other than at-large officer) of an ABPMP chapter for at least one (1) year; and (iii) be an active ABPMP member.
  - Term: two years, renewable once

- Country Director Development Subcommittee (CDS) (1 per country within continent)
  - Qualifications: Must have served at as an ABPMP chapter officer for at least two (2) years.
  - Term: 3 years, renewable once

Corporate Partner Subcommittee

- Corporate Partner Subcommittee (CPS) (1 per country within continent)
  - Qualifications: Must have at least three (3) years of demonstrated success with development and implementation of sales/marketing programs, measured in increased sales to local corporate partners (exams, classes or memberships) or
  - Qualifications: Must have at least two (2) years prior experience either implementing a successful chapter marketing campaign or prior sales and marketing experience.
  - Term: Two years, renewable twice

Academic Committee

- The Academic Committee will ensure that ABPMP has a strong working relationship with the Academic community including both faculty and students. The committee will identify and prioritize activities that meet the specific needs of this community and leverage relationships to raise the profile of ABPMP among academicians. This would include incorporating the BPM Curricula into undergraduate and graduate programs and continuous improvement of BPM Curricula for implementation into undergraduate and graduate programs.
- Academic Committee Member (up to 2 total members per continent)
  - Qualifications: Must be a full-time academic at a four-year accredited university with a specific focus on teaching.
  - Term: 2 years, renewable once

Research, Innovation, & Strategy Committee

- RISC will ensure that ABPMP promotes research to facilitate improvements in the BPM profession.

- Academic Committee Member (up to 2 per continent)
  - Qualifications: Must be a full-time academic at a four-year accredited university with a specific focus on BPM research.
  - Term: 1 year, renewable twice

- Practitioner Committee Member (up to 2 per continent)
  - Qualifications: Current certified BPM professional within a Global 2000 company or similarly- sized private organization.
  - Term: 1 year, renewable twice

Young Professional Committee

- The Young Professional Committee (YPC) shall shepherd the growth and management of the ABPMP Young Professional community through promotion of the BPM Competency Model and BPM Career path with chapter outreach, innovation recommendations, and growth strategies that are in alignment with the strategic priorities of ABPMP. The YPC's success shall be measured by ABPMP Young Professional community growth in ABPMP training, certifications, membership, membership retention and volunteerism. Additionally, the YPC shall increase student conversion by contributing recommendations to student member programming, member benefits and the Student Chapter activities in alignment with the Regional Director Country Development Committee (RDC).

- Young Professional Committee Member (up to 8 by continent or two per university)
  - Qualifications: Must be a Young Professional (under 30 years of age and less than 4 years professional experience).
  - Term: 3 years, nonrenewable

Instructor Development Committee

- The Instructor Subcommittee is responsible for ensuring that ABPMP develops and maintains a strong, qualified instructor base at the Chapter level to support ABPMP courseware.

- Instructor Development Member (at least 1 per country or region, up to 8 total)
  - Qualifications: Must have at least two years as an Instructor at the college level, preferably with a background in Instructor Training
  - Term: 3 year, renewable twice