

2010 - 2011 Elected Officers and Board of Director Positions

The annual process of developing and augmenting our chapter leadership is critical in order to grow, evolve, and improve our service delivery. Our chapter can only succeed in our mission to provide learning, networking, and professional development opportunities to our members through the efforts of elected board volunteers and appointed committee members. If you are interested in taking on the opportunity of an officer/ board member position, please review the “**How to Seek Nomination and Election**” section below.

Nominations

In order to be considered by the nominating committee for inclusion on the 2010 - 2011 election ballot, the following information about the candidate must be submitted no later than **March 31, 2010**.

- Name
- E-mail Address
- Business Phone
- Cell Phone
- Home Phone
- Company Name
- Member Number
- Desired elected position
- Biography of Qualifications and/or Resume
- Short essay/paragraph explaining why you or the person you are nominating would be the best candidate for this position

Nominees must be members in good standing as of March 31, 2010.

Email your information to nominations@isacasfl.org which will be received and reviewed by the Nominating Committee.

Note that once your information has been received, you will need to complete 2 items:

- 1) *Willingness to Serve Form*
- 2) *Conflict of Interest Form*

These documents will be forwarded to you following your confirmation.

If you have questions about time commitments or skills required for a position please email the current President of ISACA South Florida Chapter at president@isacasfl.org.

How to Seek Nomination and Election

Available Positions:

There are 14 elected positions within our chapter which any current member can presently seek nomination for:

Officer Positions:

- **President**
 - Preside at all meetings of the Chapter and the Chapter Board.
 - Appoint, with the approval of the Chapter Board, all committee chairpersons and committee members.
 - Be an ex-officio member of all committees except the Nominating Committee.
 - Represent the Chapter at Leadership Conference/Presidents Council Meeting(s).
 - Maintain communications with the Association and respond to Association inquiries.
 - Be responsible for submission of the chapter annual report to the Association within 30 days after the annual general meeting.
 - Supervise budgetary matters and proper internal control of finances.

- **Vice President**
 - Perform the duties of the President in the event of his/her absence or disability.
 - Represent the Chapter at Leadership Conference/Presidents Council Meeting(s).
 - Support the Chapter President with maintaining communications with the Association and responding to Association inquiries.
 - Oversee chairpersons for chapter committees.
 - Responsible for board meeting logistics.
 - Perform additional duties as may be authorized and delegated by the Chapter President.

- **Secretary**
 - Take minutes of the meetings of the Chapter Board and membership meetings and maintain the files of previous minutes for at least three years.
 - Maintain accurate lists of the membership and attendance records.
 - Be responsible for the legal affairs, Chapter reports, and communications and correspondence pertaining to the Chapter.
 - Chair the bylaws committee.
 - Perform other duties as assigned by the President.

- **Treasurer**
 - Be custodian of Chapter funds.
 - Receive all monies and disburse funds only upon the sanction of the Chapter Board, or the Chapter membership.
 - Remit dues to the Association as required.
 - Submit a written report at each regular meeting.
 - Submit books and records for audit.
 - File any and all tax forms required.
 - Create a budget for each event.
 - Review all contracts for any chapter events and ensure that a budget is being created and exercised appropriately.
 - In accordance with the President, authorize expenditures in accordance with the bylaws..

- Submit annual financial statements for presentation to the membership at the annual general meeting, and for inclusion in the Chapter Annual Report.
- Maintain the financial records for the Chapter for at least 7 years.
- Perform other duties as assigned by the President.

Director Positions:

- Director of Membership
 - Maintain accurate membership listing.
 - Disseminate membership lists as directed by Chapter Board with due regard to security and privacy issues.
 - Conduct annual membership campaign to maintain and increase Chapter membership.
 - Report membership concerns to ISACA membership department.
 - Work with the Chapter Committee Chairs and arrange for sufficient staffing in chapter activities.
 - Work with the Education, Programming, Certification, Marketing & Communication Committees and implement surveys to identify membership needs and to improve attendance.
 - Contact non-renewing members to determine reasons for discontinuation and encourage individuals to renew membership.
 - Recommend and implement strategies for member retention.
 - Perform additional duties as may be authorized and delegated by the Chapter Board.

- Director of Communication
 - Forward information about Chapter events and other pertinent information to the membership base.
 - Manage website content
 - Maintain registration and hosting information for all communication tools used by the Chapter.
 - Edit and post information and notices to the web site and Chapter communication tools
 - Develop seminar promotion and registration material for posting on the Chapter Web site and dissemination through other Chapter communication tools.
 - Investigates techniques for improving communication to members.
 - Respond to requests for information received via the website or forwards questions to other Board members.
 - Regularly review web site award judging criteria and ensures Chapter web site improvement.
 - Perform additional duties as may be authorized and delegated by the Chapter Board.

- Director of Programming
 - Work with the Education Committee and manage the Chapter's programs.
 - Identify speakers and topics for the programs with help from the Education Committee.
 - Ensure that guest presenters (speakers) are informed of the time and location of their speaking engagement, assist the speaker with hotel reservations, and process the speaker's expense claim for payment by the Treasurer.
 - Coordinate all conference activities (e.g., speaker's resources, participant sign-in, announcements, CPE certificates, scheduled breaks, etc.) during the event.
 - Coordinate the publishing of event training material (e.g., speaker presentation slides), and delivery of those documents to the seminar location.
 - Work with meeting room planners to ensure facilities, food services, and audio visual services are adequate for each Chapter seminar
 - Ensure that the conference topic, speaker, facility, session dates, budget, and associated contracts are presented, reviewed, and approved by the Chapter Board

- Review conference activities offered by other organizations, and solicit input from the Chapter Board and Chapter membership to help ensure the seminar session topic is appropriate for the Chapter.
 - Distribute and collect evaluation forms and compile results.
 - Maintain and update the program planner.
 - Send thank you notes to the speakers and the attendees.
 - Provide biographical material of all speakers for publication.
 - Build a library of program topics, course material and speakers.
 - Perform additional duties as may be authorized and delegated by the Chapter Board.
- **Director of Marketing**
 - Conduct general marketing and publicity of the Chapter, CISA, CISM, CGEIT, COBIT and the Association.
 - Coordinate initiatives involving partnerships and alliances with other professional organizations within the community.
 - Acquire any required marketing materials from ISACA International as authorized by the Board.
 - Exercise general policy control and direction of any mail-out kits, publications, editorial or advertising which the Chapter may issue, authorize or sponsor under the direction of the Chapter Board.
 - Ensure that the Membership, CISA, CISM & CGEIT Marketing Assistance Programs are completed successfully during the administrative year.
 - Perform additional duties as may be authorized and delegated by the Chapter Board.
- **Director of Certification**
 - Work with the Certification Committee and maintain a thorough understanding of the Certification Program and its policies.
 - Maintain resource material related to certifications and promote accreditation by organizing exam preparation / review sessions.
 - Manage the logistics for the certification review courses.
 - Report to the Chapter Board on exam results and recognize members at Chapter meetings who pass the Certification exam and/or obtain the Association's professional certifications.
 - Work with the Chapter Certification Committee to promote the Continuing Professional Education (CPE) policy.
 - Publicize the Certification program within and outside the Chapter.
 - Provide feedback to the education department at ISACA International HQ to assist in the enhancement of future editions of Certification study material and publications.
 - Perform additional duties as may be authorized and delegated by the Chapter Board.
- **Director of Academic Relations**
 - Serve as a liaison with local academic institutions
 - Establish opportunities to brief students about ISACA Chapter activities and the CISA, CISM and IT governance certifications.
 - Coordinate scholarship initiatives that have been approved by the Board
 - Liaise with professors, and take steps to establish an "Academic Advocate" program at local academic institutions
 - Perform additional duties as may be authorized and delegated by the Chapter Board.

- Director of Corporate Relations
 - Establish, nurture and maintain a healthy relationship with partners and sponsors to increase the awareness of ISACA and its mission to promote the IT governance IS audit and control, quality assurance, and security fields in South Florida.
 - Work with the Directors of Programming and Marketing as well as with the Treasurer to align partners and sponsors with planned Chapter activities and budget.
 - Chair the Corporate Relations committee
 - Perform other duties as assigned by the President
 - Primary point of contact for all vendor solicitations and contact.
 - Responsible for identifying and recruiting, on an ongoing basis, corporate sponsors
 - Responsible for ensuring that the vendor requirements and needs are incorporated into event planning.
 - Perform other duties as assigned by the President

- Director of Volunteer Activities
 - Establish and maintain a Chapter volunteer program.
 - Coordinate the need for new volunteers to meet the needs of chapter programming and activities.
 - Work with the Directors of Programming, Membership and Certifications during the planning process to align volunteers to planned Chapter activities and budget.
 - Perform other duties as assigned by the President or Vice-President.
 - Primary point of contact for all volunteer recruitment and contact.
 - Responsible for establishing baseline performance/behavior standards for volunteer.
 - Responsible for providing oversight and coordination of volunteers at events and functions.
 - Perform other duties as assigned by the Chapter Board

- Director of IT Governance/COBIT shall:
 - Encourage Chapter membership to participate in review of Association standards and guidelines
 - Provide liaison with Association regarding IT governance issues and approaches to dissemination
 - Assist in the inclusion of IT governance presentations in the chapter education sessions
 - Coordinate with outside bodies on awareness, presentations and conferences related to IT governance
 - Stay current with the offerings of the Association as related to COBIT
 - Arrange training sessions on COBIT
 - Assist in expanding awareness and use of COBIT
 - Perform other duties as assigned by the President

- Director(s) at Large
 - Contribute to the work of the Board on a wide variety of topics and projects, as directed by the President and Board
 - Provide for an independent audit of the financial affairs of the Chapter, at least annually, and at such other times as it may deem advisable
 - Chair the audit committee
 - Perform other duties as assigned by the Vice President