

### 1. Name of Volunteer Role: **Chapter Awards Reviewers**

### 2. Description of opportunity:

The ISACA Chapter Awards recognize outstanding contributions by chapters and individual chapter members in fulfilling the needs of ISACA and its professional community. Each chapter award is presented in four chapter-size categories, and a group of volunteer reviewers will evaluate nominations for all chapter award nominations for a chapter size other than their own. Recommendations for recipients from each of the four groups of reviewers will be submitted to the ISACA Awards Working Group for final approval.

For details on the award scopes visit [www.isaca.org/awards](http://www.isaca.org/awards).

Small: 0-100 members

Medium: 101-300 members

Large: 301-800 members

Very Large: 801+ members

### 3. Anticipated outcomes:

#### June – August 2018

- Help promote the nomination process for all ISACA Awards to their chapters and other ISACA members.
- Award reviewers will be assigned to review awards outside of their own chapter-size category and may submit nominations and endorsement letters for their own chapter.

#### August - September 2018

- Review and evaluate the nominations per the award reviewer guidelines (to be provided with the nomination packages.)
- Depending upon the results of the initial ranking, a second review may be required. It is intended that all ranking will be provided electronically, but a required call may be scheduled to finalize the recipient selection.
- Maintain confidentiality of all nomination content including candidates who have been nominated.
- Recommend opportunities to enhance the nomination and evaluation processes.

### 4. Term: 1 June 2018 – 30 October 2018

### 5. Estimated time commitment: 15 hours (in August-September)

### 6. Volunteer Criteria/Composition needed:

- Experience as a current or recent chapter leader.
- Knowledge of ISACA frameworks, products, certifications and services.
- ISACA Membership required.
- Geographic area representation considered.

- Ability to maintain confidentiality of all nomination data and communication related to the candidates and recipients.
- Fair minded and unbiased approach to evaluating the nominations and selecting recipients.
- Availability to review nominations electronically and evaluate candidates through up to 2 rounds of judging in September.

### 7. Volunteer benefits:

- Up to 15 CPE credits (max 20 annually) in the area of **Working on ISACA Boards/Committees/Working Groups** (i.e., active participation on an ISACA working group with a charge other than research development, certification review manual development, Knowledge Center contribution, or peer review.)
  - Individuals who do not complete the review of all assigned nominations will receive partial or no CPE credits.

8. Staff facilitator: Summer Cole, Chapter Relations Coordinator, Sr. ([scole@isaca.org](mailto:scole@isaca.org))

9. Work to be done via:  e-mail  phone  in-person meeting(s)

10. Number of volunteers (to be appointed by staff facilitator): up to 7 per size category

11. Prior to the beginning of the term, all volunteers must sign ISACA's Participation Agreement addressing four basic areas:

- The obligation to maintain confidentiality, for example when access to confidential information pertaining to ISACA, its activities or its constituents is provided in support of the work of the volunteer group.
- Copyright ownership, for example when the volunteer group contributes to the creation of original material.
- Disclosure of potential conflicts of interests, to ensure that the actions of volunteers are in the organization's best interest.
- The voluntary nature of participation in ISACA activities.

12. Delegated and Reserved Authorities. A working group cannot:

- Alter its terms of reference.
- Operate outside an approved annual budget; unbudgeted expenditures must be coordinated with staff leads for appropriate approval before the expenditure is committed.
- Fill its own vacancies, create/populate volunteer groups.
- Legally bind the organization.

### ISACA's Philosophy on Volunteer Engagement:

*ISACA encourages the active participation of our dedicated professional community in relevant, compelling and innovative activities at both the regional and international levels. With appreciation for the talent, expertise and experience each person contributes, volunteers and staff work collaboratively to fulfill ISACA's purpose and promise, while benefiting from incredible experiences and accomplishments that instill confidence in our professional and personal growth.*