

## ISACA Atlanta Chapter – 10/07/2015

### Board of Directors Position Roles and Responsibilities

#### Director, Outreach & Professional Development

In general, the program chair/committee is responsible for promoting synergy with other professional organizations, support local academic programs and build business and sponsorship relationships.

#### Major Responsibilities

- Draft an annual budget in support of committee initiatives. This budget will be submitted to the Treasurer based on the announced deadlines
- Ensure committee objectives are provided to the Chapter Board and posted within the Chapter website. Changes to the objectives should be discussed with the Chapter Board
- Ensure that required tasks and initiatives are adequately staffed and appropriate deadlines are met. Additionally, provide cross-training as necessary to ensure seamless transitions
- Provide, at a minimum, a monthly status report to the Chapter Board. Any challenges requiring urgent attention should be immediately disclosed to the Chapter Board
- All documentation relating to a committee should be posted within SharePoint or another centralized database as determined by the Chapter Board.
- Attend all BOD meetings ensuring a representative attends in the case of a necessary absence
- Exercise vote in all motions on the table
- Attend quarterly ISACA International Chapter Leader calls
- Ensures the staffing of Committee Coordinators.

#### Committee-Specific Responsibilities

The Outreach & Professional Development committee advocates ISACA and the Chapter to external organizations, such as Academic Institutions, Government Agencies, Businesses, and IT professional organizations. The specific duties of the Director, Outreach & Professional Development are:

- Responsible for defining, managing, and reporting on overall budget for all outreach activities within established timeframes
- Know and understand ISACA's advocacy-related activities, such as Government and Regulatory, Academic Relations, in order to promote ISACA activities and services to these communities
- Identify local or regional outreach opportunities for engagement
- Develops outreach events, activities, and communications
- Serves as the liaison with ISACA International committees to share information.

#### Academic Partnerships Coordinator

- Take initiative and act in a lead role in developing relationships with local universities to support Chapter's goals.
- Plan and manage Academic Events that further student awareness of ISACA, provide education and insight into the field of IT Audit and Security
- Promote ISACA Student Group formation within the universities.
- Demonstrate the value of ISACA membership and help increase student membership in ISACA.
- Work with the Young Professionals Coordinator to facilitate the transition of students to young professionals members
- Explain the ISACA certification and certificate programs, the future career value of pursuing the CISA, CISM, CGEIT and CRISC certifications and the Cybersecurity Fundamentals certificate
- Working toward integrating the ISACA Model Curricula (Assurance and Security) and their concepts within the college/university.

#### Professional Alliances Coordinator

- Take initiative and act in a lead role in developing relationships with other professional organizations to support the Chapter goals.
- Build, sustain, and leverage business relationships to provide benefits to Chapter members and foster professional opportunities.
- Function as a liaison between the organizations and other Chapter Directors should it be necessary to support the objectives of the relationship.
- Take initiative and act in a lead role in pursuing professional opportunities for the Chapter.
- Reach out to professional opportunities to obtain alignment for Chapter events.
- Facilitate new relationships and maintain current relationships.
- Act as the primary point of contact for all inquiries and function as a liaison between the professional organization and other Chapter Directors to ensure a mutually beneficial relationship between the Chapter and the sponsor.

#### Business Alliances Coordinator

- Take initiative and act in a lead role in developing relationships with businesses to support the Chapter goals.
- Build, sustain, and leverage business relationships to provide benefits to Chapter members and foster sponsorship opportunities.
- Function as a liaison between the business(es) and other Chapter Directors should it be necessary to support the objectives of the relationship.
- Take initiative and act in a lead role in pursuing business sponsorships for the Chapter.
- Reach out to businesses to obtain sponsorship for Chapter for both annual and event based sponsorship.
- Facilitate new sponsor relationships and maintain current sponsors.
- Act as the primary point of contact for all sponsorship inquiries and function as a liaison between the sponsoring organization and other Chapter Directors to ensure a mutually beneficial relationship between the Chapter and the sponsor.

#### *Helpful Hints: Finding Good Speakers and Topics*

*To be documented*

#### Turnover Procedures

- Prepare a list of all outstanding items, including programs in process for the following year.
- Attend the turnover meeting as scheduled by the president. Turn over all documentation, procedure manuals, software, inventory, etc.
- Transfer any permanent files to the new program chair/committee.