

ISACA Atlanta Chapter – 10/06/2015

Board of Directors Position Roles and Responsibilities

Director of Certifications

Chapters have a vested interest in supporting ISACA's certification-related activities. For this reason, each chapter should have a certification coordinator(s) who plays a key role in the certification activities within your chapter.

The certification coordinator(s) is the source of promotion and information on ISACA's certification programs for the members of the chapter and for others from the local area who are interested in ISACA's certifications. This individual(s) must be knowledgeable about ISACA's certifications so he/she can answer questions or refer people to the proper source. Inquiries unable to be addressed at the chapter level should be directed to the [ISACA Certification Department](#), +1.847.660.5660.

Major Responsibilities

1. Knows and understands [ISACA's certifications and policies](#)
 - a. Maintains a thorough understanding of material covered in the relevant certification handbooks
 - b. Encourages questions about the certification programs at each chapter meeting
 - c. Contacts the [certification department at ISACA International Headquarters](#) when detailed answers to questions are required
2. Assists candidates in preparing for the certification examination(s)
 - a. Ensures a supply of exam registration materials is available at each chapter meeting
 - b. Assesses need for a formal review course(s)
 - c. Acts as, or appoints, a review course coordinator/instructor
 - d. Maintains a library of exam preparation materials, if the chapter so chooses
 - e. Provides logistic support to exam candidates
3. Recognizes individuals who pass an exam and/or obtain a certification
4. Assists exam passers with his/her application for certification
5. Promotes [ISACA's CPE policy](#)
 - a. Works with education and/or program committee(s) to ensure programs and seminars meet all certification requirements
 - b. Ensures attendance at educational activities is properly recorded and retained in accordance with ISACA's CPE policy
 - c. Works with education and/or program committee(s) to obtain approval from local board of education for CPE credits
 - d. Explains policy to all certified individuals
 - e. Works with chapter president and membership director/committee to promote CPE credits as a benefit of serving as a chapter leader
 - f. Ensures letters or certificates are issued for educational offerings/opportunities. ([Click here](#) to determine how CPE hours are calculated.)
6. Publicizes ISACA's certification programs within and outside the chapter
 - a. Publishes articles about ISACA's certification programs
 - b. Identifies and recommends individuals for certification program support tasks, both locally and at the international level. This includes information about [writing items for the exam](#), identifying potential item writer candidates and sharing their names with ISACA International Headquarters.
 - c. Presents ISACA's certifications to other (non-ISACA) organizations at the local level
 - d. Identifies and recommends subject matter experts to assist in the development and review of [ISACA's certification study materials](#)
 - e. Works with the publicity director/committee to issue press releases to local media announcing ISACA's certifications and exams
7. Shares feedback from trainers and/or candidates with the education department at ISACA International Headquarters with the purpose of enhancing future editions of the respective publications
8. Draft an annual budget in support of committee initiatives. This budget will be submitted to the Treasurer based on the announced deadlines
9. 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
10. Ensure that required tasks and initiatives are adequately staffed and appropriate deadlines are met. Additionally, provide cross-training as necessary to ensure seamless transitions
11. 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
12. All documentation relating to a committee should be posted within SharePoint or another centralized database as determined by the Chapter Board.
13. Attend all BOD meetings ensuring a representative attends in the case of a necessary absence
14. Exercise vote in all motions on the table
15. Attend quarterly ISACA International Chapter Leader calls
16. Ensures the staffing of Committee Coordinators.

Committee-Specific Responsibilities

The Certification committee delivers review courses for the ISACA Certification exams and COBIT® training activities. The specific duties of the Director, Certifications are:

- Responsible for defining, managing, and reporting on overall budget for all certification review courses and COBIT training activities within established timeframes
- Ensures contracts are in place for instructors and facilities as required for certification review courses and COBIT training activities
- Coordinates the overall direction for certification review courses and COBIT training activities.

CISA® Coordinator

- Maintain resource material related to CISA certification
- Promote CISA accreditation within the Chapter membership
- Coordinate exam review sessions
- Report on exam results
- Act as a liaison between exam participants and the Chapter, including ISACA International, and
- Perform other duties as pertain to the Chapter.

CISM® Coordinator

- Maintain resource material related to CISM certification
- Promote CISM accreditation within the Chapter membership
- Coordinate exam review sessions
- Report on exam results
- Act as a liaison between exam participants and the Chapter, including ISACA International, and
- Perform other duties as pertain to the Chapter.

CGEIT® Coordinator

- Maintain resource material related to CGEIT certification
- Promote CGEIT accreditation within the Chapter membership
- Coordinate exam review sessions
- Report on exam results
- Act as a liaison between exam participants and the Chapter, including ISACA International, and
- Perform other duties as pertain to the Chapter.

CRISC™ Coordinator

- Maintain resource material related to CRISC certification
- Promote CRISC accreditation within the Chapter membership
- Coordinate exam review sessions
- Report on exam results
- Act as a liaison between exam participants and the Chapter, including ISACA International, and
- Perform other duties as pertain to the Chapter.

CSX Coordinator

- To be determined.

Reporting Responsibilities

The certification coordinator(s) reports to the president and is responsible to the chapter board and chapter membership.

Turnover Procedures

When turning over to the new certification coordinator, the outgoing coordinator(s) should:

- Update certification review materials as deemed appropriate based on results of the review class,
- Attend the turnover meeting as scheduled by the president. Turn over all documentation, procedure manuals, software, inventory, etc., at the meeting, and
- Transfer the permanent file to the new certification coordinator (or to the president, if a coordinator has not yet been identified).