

ISACA Atlanta Chapter – 10/07/2015

Board of Directors Position Roles and Responsibilities

Director of Programs

In general, the program chair/committee is responsible for coordinating longer (half-day or more) or multitrack educational seminars/workshops. In some chapters, the education and program committees may be one in the same. If this is the case, the vice president and program/education/arrangements committee chair(s) may wish to combine and rewrite the below description. The "[planning events](#)" page may also provide you with helpful information.

Major Responsibilities

1. Develops a seminar or workshop budget and presents it to the chapter board
2. Plans and presents a minimum of four seminars or workshops *per year* on topics of interest to the membership
3. Confers with the [ISACA International education department](#) concerning workshops/training available, as desired
4. Coordinates seminars and workshops with the education committee to ensure that member needs are met
 - a. Helps write/review [annual survey](#) results to identify potential seminar and workshop topics
 - b. Maintains a library of topics and speakers
5. Works with certification director(s)/coordinator(s) and the education committee to obtain approval for CPE credits from local board of education
6. Obtains speakers with a high level of competence to help motivate and stimulate the members toward active participation
 - a. Assists speakers in establishing the scope, direction and objectives of a seminar, and provides speakers with information about the audience
 - b. Arranges an outline of each seminar for inclusion on the chapter web site (and newsletter, if appropriate)
 - c. Assists the speaker in preparing a list of questions to stimulate discussion, as needed
7. Arranges for printing of seminar programs, tickets and name badges, as required
8. Works with the arrangements committee to plan a visit to the hotel or seminar site ahead of time to review the finalized seminar arrangements, if needed
9. Coordinates with the arrangements and/or membership committee in arranging attendance sheets, taking attendance and ensuring chapter records are reconciled/updated after each event
 - a. Maintains a perpetual log of seminar and workshop attendees in the event a local certification holder is audited
 - b. Assigns responsibilities to committee members for the day of the event (i.e., supervision of registration, liaison with site management, etc.)
10. Conducts the seminar/workshop
 - a. Works with the arrangements committee to provide for special equipment, facilities or any assistance needed by the speaker or any attendees
 - b. Confirms needs with the speaker(s) at least one week in advance
 - c. Coordinates with the arrangements committee to ensure that arrangements have been made for rooms, meals, breaks, etc.
11. Distributes and collects program evaluation forms at each meeting ([view a sample form](#)); provides a report of the results to the vice president and, if appropriate/agreed to, the speaker
12. Maintains a record of committee meetings
13. Coordinates seminar/workshop committee activities with other chapter officers and directors as needed
14. Provides biographical materials of all seminar speakers to the chapter webmaster for inclusion on the chapter web site
15. Sends letter of thanks to the speaker
 - a. Mails letter within one week following the meeting
 - b. Retains a copy of letters in the education/program committee files
16. Prepares a summary of seminar/workshop activities to provide event highlights to members who could not attend the session

Reporting Responsibilities

The program chair/committee usually reports to the chapter vice president and works closely with the education and arrangements committee(s), the webmaster, the membership director and the publicity committee (as applicable).

Committee-Specific Responsibilities

The Programs/Educational committee delivers the educational and training programs for the chapter. The specific duties of the Director, Programs are:

- Provide general oversight of Chapter programs (Monthly Conferences and Special Seminars)
- Responsible for defining, managing, and reporting on overall budget for Monthly Conferences, Special Seminars, and Annual General Meeting (AGM) activities within established timeframes
- Work with Monthly Conference Coordinator, Special Seminars Coordinator and Annual General Meeting Coordinator to define schedule & topics for the Chapter's fiscal year
- Work with Communications Directors to promote events and messaging for all programs.

Venue Coordination Coordinator

- Coordinate venue needs for the chapter and make arrangements for various events

Monthly Meeting Coordinator

- Coordinate all monthly conferences with conference host and communications team
- Coordinate tasks with other chapter committees

Annual Conference and AGM Coordinator

- Coordinate annual meeting (e.g., Geek Week, Annual General Meeting (AGM), etc.) with programs director and conference coordinator.
- Plan annual meeting sessions and agenda with programs director and conferences

Special Seminars/Training Coordinator

- Coordinate special seminars and provide new training opportunities via special seminars

Helpful Hints: Finding Good Speakers and Topics

It is always a good idea to prepare a [speaker agreement](#) with your presenter. This holds him/her -- and your chapter -- accountable for the event and provides terms and guidelines for what the chapter will get in return should the presenter have to cancel at the last minute.

Finding good speakers—Talk with other chapter leaders to learn about what they have done to find good speakers. Also, check with the members of your chapter, as there are usually people who have expertise in an area of interest for the membership and these members may be willing to present their knowledge to the chapter.

Look through local newspapers and professional publications for interesting articles about IS audit, control, security and governance subjects. Using the article as an introduction, contact the sources cited to find out if they might be interested in speaking to the chapter.

Other sources include federal law enforcement, police departments, government agencies, professional organizations, vendors and local companies.

If you are looking for a speaker with whom ISACA International has a relationship, kindly send your request *as far in advance as possible* to [Mikel McGee](#). Please include the meeting date, topic and any other items that will assist Mikel in attempting to find a speaker for your chapter. NOTE: ISACA International Headquarters cannot guarantee that a speaker will be able/willing to present for your chapter at any given time.

Speaker cancellations—When preparing your program schedule, keep in mind that a speaker may become ill or be called out of town unexpectedly. Always be prepared with one or two backup speaker(s) and/or topics/meeting ideas. A good choice for backup speakers may be those individuals who are not comfortable committing a year in advance. Ask them if they would be interested in/prefer to be called if a replacement speaker is needed. That way, if the original speaker has to cancel, may be at least one person to call in case of an emergency.

Speaker introductions—Professional speakers generally provide formal introductions that can be read at the start of the meeting; however, if one is not prepared, request a resume/CV and a synopsis of the presentation. Using that information, and after talking briefly with the speaker, a nice introduction can be prepared. Please be sure to include the following items in a speaker introduction:

- Speaker's name
- Years of experience
- Education
- Area(s) of expertise
- Current employer (and past employers, if notable)
- What he/she is presenting
- Why the speaker is interested in the topic
- Why the audience should be interested in the topic

Speaker evaluation forms—Be sure to provide [evaluation forms](#) to attendees after each presentation. Read through the comments to determine if the program was effective. If possible, attempt to determine what the audience liked best/least about the program. (i.e., Did the members find the topic interesting? Should a follow-up program be planned for a later date? Was the speaker's presentation style enthusiastic? Should this speaker be asked back?)

The information provided by the evaluation form provides a basis from which other programs may be developed, either as a replacement for the current schedule or for the following year.

Member interest survey—The program/education chairs need to work closely with the other chapter officers to define the contents of a [topic survey](#), which should be distributed at least annually to all members (and perhaps also to non-members who frequently attend educational events).

The program and education committees are responsible for coordinating programs that benefit and interest the chapter membership. Use the information provided on the survey as a starting point. (i.e., What do the members want to learn more about? What are today's "hot topics?" Did someone suggest the name of a good speaker?) When you know in what the members are interested, your committee will be better prepared to plan the current year's programs.

Social/networking events—Chapters occasionally schedule a social event such as a golf outing, picnic or boat ride, for members to gather in a new and different environment. This is a very successful way of facilitating networking. Many chapters schedule social events at either the close of the administrative year and/or during the holiday season(s).

Other suggestions—Some chapters schedule their events on the calendar year rather than their chapter year. In these instances, the program committee arranges events from January through December, which eases the transition for the new program chair elected in May. This may also eliminate the need to hold organizational meetings in the middle of the year.

[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.