

ISACA Atlanta Chapter – 11/29/2016

Board of Directors Position Roles and Responsibilities

President

The president is the executive head of the chapter and is looked upon as the local representative of ISACA by the membership and the community. The president directs chapter activities and efforts to ensure professional and personal growth for the membership.

Major Responsibilities

1. Executes the policies and decisions of the chapter board
 - a. Acts to ensure that chapter board policies are followed
 - b. Takes executive action in areas where specific policies have not been written or established
2. Develops annual and long-range chapter goals and objectives for presentation to and approval by the chapter board
3. Presides over all meetings of the chapter board
 - a. Works with the secretary to ensure that meetings are conducted in accordance with recognized parliamentary procedures
 - b. Works with the secretary to issue an agenda for each meeting
4. Organizes chapter structure
 - a. Develops clear lines of authority and communication
 - b. Establishes a reporting system to keep board and membership apprised of chapter activities
 - c. Establishes committees and activities according to chapter bylaws
5. Directs chapter activities and establishes a chapter calendar, including target dates for task completion
6. Communicates chapter information and concerns to ISACA International Headquarters
 - a. Acts as the primary contact with ISACA International Headquarters
 - b. Completes and forwards various reports and surveys to ISACA International Headquarters as requested
 - c. Maintains regular contact with ISACA chapter relations department
7. Attends meetings sponsored by ISACA International Headquarters as chapter representative
 - a. Brings issues of chapter interest and importance to the meetings
 - b. Builds rapport with other chapter presidents, association officers and ISACA International Headquarters staff
8. Appoints committee members, as authorized by the chapter board
9. Works with other chapter officers to identify potential new members and volunteers
10. Works with the treasurer to develop budget
 - a. Verifies budget process to ensure compliance
 - b. Cosigns all checks, as specified by chapter bylaws and by chapter board
 - c. Provides remittance and statement of account reports that are sent from ISACA International Headquarters each month to the treasurer
11. Oversees turnover procedures
 - a. Ensures all files, records and correspondence are provided to new officers, directors and chairs by all members of the current board in a timely and complete fashion
 - b. Advises new officers, directors and chairs as needed
12. Supervises paid staff, if any, and works with the treasurer to ensure compliance with labor and tax requirements
13. Completes and submits—or ensures completion and submission of—chapter annual reporting requirements within 30 days after the chapter's AGM
14. Submits an audit report or verification/review letter, confirming that the chapter financials were reviewed by an impartial third party (i.e., someone not on the chapter board).

Reporting Responsibilities

The chapter president is responsible to the chapter board and to the local membership as an entity. Typically, the following board members report directly to the chapter president:

- Past President (advisory and support role)
- Vice President of Governance
- Vice President of Operations
- Secretary
- Treasurer

Helpful Hints

Chapter presidents should review the minimum performance guidelines for chapters. If a chapter experiences significant difficulties in meeting these performance guidelines, or should it experience any other difficulties, it is important that the chapter president contact the chapter relations staff at ISACA HQ as soon as possible. Help is available in a variety of forms.

Turnover Procedures

When turning over to a new chapter president, the following should be completed:

- Submit a list of new officers/chairs to ISACA International Headquarters.
- Submit chapter annual reporting documents to ISACA International Headquarters.
- Establish a due date for completing turnover procedures.
- Plan a chapter recognition/awards dinner. Ensure that all members and firms that participated in chapter activities throughout the year are appropriately recognized.
- Coordinate the update of the chapter files with other officers and directors/chairs. Update procedures and forms as needed.
- Coordinate the preparation of outstanding items list:
 - Invoices with attached documentation and approval to pay
 - Facilities contracts in process for the following year's events
 - Seminar or instructor contracts in process for the following year
 - All other outstanding items not completed during the chapter year
- Coordinate meeting(s) with current and incoming officers/chairs. This can be accomplished in one meeting or in individual meetings, as deemed appropriate.
- Review and update the chapter inventory list with the chapter treasurer.
- Ensure that all chapter property is transferred to the new officers as required.
- Ensure that the treasurer initiates a change of names, authorized signers and signature cards for bank accounts. The suggested minimum number of signatories for a chapter bank account is three.
- Ensure that post office box keys (if applicable) are transferred to new officers.
- Turn over current correspondence file to the new president, and be sure to include any chapter support items provided by ISACA International Headquarters throughout the year, as some of these items are not reproduced on an annual basis.