

ISACA Atlanta Chapter – 10/07/2015

Board of Directors Position Roles and Responsibilities

Vice President of Governance

In the event of the president's absence or disability, the vice president of a chapter assumes the duties of the president, including, but not limited to, presiding at meetings of the chapter and the chapter board. He/she is responsible to the president, chapter board and chapter membership.

Major Responsibilities

1. Assumes the duties of president when the president is absent
2. Assists the president in establishing committees
 - a. Develops specific, written short-term plans
 - b. Explores long-range plans with chapter members
 - c. Ensures that the functions of all chapter committees have been defined in writing and that each committee is staffed with competent, active members
3. Directs and coordinates the administrative activities of standing and select committees
 - a. Ensures goals and objectives can be met
 - b. Ensures performance standards for committees are maintained
 - c. Approves arrangements made for monthly meetings, seminars and events
 - d. Manages the development, distribution and tabulation of all program surveys (i.e., those that identify speakers and areas of educational interest)
4. Reports committee activities for standing and select committees
 - a. Acts as liaison between committees and the chapter board
 - b. Ensures board policies and decisions are communicated to committee chairs
5. Reviews and updates all position descriptions and performance standards
6. Ensures there are no obsolete, inadequate or incorrect descriptions or unrealistic standards
7. Assists the president and treasurer in the preparation of the chapter budget
8. Establishes and maintains relationships with other professional associations
9. Attends internationally-sponsored meetings for chapter leaders as president-elect or as designated by the current chapter president
10. Works with Chapter Secretary to ensure chapter records are in order, up-to-date, secured and archived accordingly.

Reporting Responsibilities

The chapter vice president is responsible to the president, chapter board and chapter membership. As many as five committees and/or their chairs report directly to the vice president and they *may* include:

- Volunteer committee and/or its chair
- Bylaws committee
- Leaders/chairs for special interest groups (SIGs)

Helpful Hints

There is no specific rule as to how often a vice president needs to meet with committee chairs. Some vice presidents will meet with all committees/chairs at one time; others may discuss committee activities via telephone or one-on-one meetings. The vice president does not need to attend every committee meeting. The vice president provides direction and support when needed. If possible, though, the vice president should attempt to attend at least one meeting of each committee during the year.

Turnover Procedures

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

- Coordinate an update to the chapter files.
- Prepare a list of all outstanding items related to vice presidential duties, including any facilities contracts in process for the coming year.
- Attend the turnover meeting as scheduled by the president. All documentation, procedures manuals, software, inventory, etc., should be turned over at that meeting.
- If applicable, ensure that the chapter post office box key is transferred to the new vice president.
- Ensure that all relevant files are transferred to the new vice president.