1. Name of Volunteer Role/Working Group: Education Working Group for SheLeadsTech

2. Description of opportunity or charge of working group:

   The Education Working Group will help develop the educational programming for the SheLeadsTech initiative. The group will advise ISACA on what educational elements would be useful to women and their allies in the tech industry and how to best deliver it.

3. Anticipated outcomes:

   The education working group will support the development and delivery of specific programming elements of the SheLeadsTech program. They will also advise on strategic planning for future programming based on the needs of the membership and industry. The education working group will be:

   • Advising on content for conference speakers, webinars, and other opportunities as determined by the group.
   • Providing input on workshops, tracks, and other conference related SheLeadsTech programming. Their knowledge of the industry and topics important to women in tech will be instrumental to the program.
   • Create best practices for family friendly conferences – helping ISACA to become an industry leader.
   • Cultivate more female speakers at ISACA events and recommend women leaders from the ISACA membership to speak at external conferences. Nominate women for the women’s branch of ISACA’s speaker’s bureau.

4. Term: Anticipated start date: _9/15/17_____ Anticipated end date: __12/31/18_____

5. Estimated time commitment: _4_ hours/month

6. Volunteer Criteria/Composition needed:

   • Interest in our women in tech program and the desire to see it succeed.
   • Ability to advise on hot topics, professional education needs, and conference tracks.
   • Understanding of the industries ISACA serves.
   • Knowledge of ISACA frameworks, products, certifications and services.
   • All members shall be members in good standing of the association.
   • Geographic area representation required.

7. Volunteer benefits:

   • Up to 20 CPE credits (max 20 annually) in the area of Working on ISACA Boards/Committees/Working Groups (i.e., active participation on an ISACA working group with a charge other than research development, certification review manual development, Knowledge Center contribution, or peer review.)

8. Staff facilitator (Name, Title, Email): Alisha Wenc, Manager of Corporate Programs, awenc@isaca.org
9. Work to be done via: ☑ e-mail ☑ phone ☐ in-person meeting(s)

10. Number of volunteers (to be appointed by staff facilitator): 7

11. Prior to the beginning of the term, all volunteers must sign ISACA’s Participation Agreement addressing four basic areas:
   - The obligation to maintain confidentiality, for example when access to confidential information pertaining to ISACA, its activities or its constituents is provided in support of the work of the volunteer group.
   - Copyright ownership, for example when the volunteer group contributes to the creation of original material.
   - Disclosure of potential conflicts of interests, to ensure that the actions of volunteers are in the organization’s best interest.
   - The voluntary nature of participation in ISACA activities.

12. Delegated and Reserved Authorities. A working group cannot:
   - Alter its terms of reference.
   - Operate outside an approved annual budget; unbudgeted expenditures must be coordinated with staff leads for appropriate approval before the expenditure is committed.
   - Fill its own vacancies, create/populate volunteer groups.
   - Legally bind the organization.

**ISACA’s Philosophy on Volunteer Engagement:**

*ISACA encourages the active participation of our dedicated professional community in relevant, compelling and innovative activities at both the regional and international levels. With appreciation for the talent, expertise and experience each person contributes, volunteers and staff work collaboratively to fulfill ISACA’s purpose and promise, while benefiting from incredible experiences and accomplishments that instill confidence in our professional and personal growth.*