**ISACA Chief Administrative Officer Roles & Responsibilities (Elected Role)**

Responsible for the success and timely completion of administrative requirements including (with the assistance of 3rd party administrative support, as required):

1. Establishing and executing against annual goals, subject to Board approval.
2. Elected roles review all ISACA International communications as share as appropriate. [Steve, which ones do you current receive. Site administrator Community Digest, from Summer and Meghan I get random ones. Chapter ONE, {{this message was sent to all chapter presidents, marketing coordinators and anyone on the board designated to have access to your chapters MAP funds, …}} Chapter leader Webcasts, membership statistics– says was sent to all chapter leaders, but what constitutes a leader.
3. Developing a schedule for, and managing compliance with, ISACA reporting requirements.
4. Developing, maintaining and managing against an annual calendar of all Chapter meetings including preliminary agenda items.
5. Create and provide monthly updates on SMART\* Goals
6. Primary Planner for Annual event: This includes, but is not limited to, scheduling facilities, food, audio and visual aids, procuring member gift, presidents’ award and door prizes. Directing the EVENT Group coordinating reservations, taking attendance, maintaining CPE records and generating name tags.
7. Managing legal affairs (including ISACA Chapter Affiliation Agreement), negotiating vendor contracts and managing vendor relationships and compliance with contractual requirements.
8. Owning The Event Group(TEG) relationship, owning their contract, reviewing the event registrations sites before they go live and making sure Event Group gets paid by approving their invoices.
9. Working closely with the VP of Program to ensure they are receiving the full benefit of the Event Group contract.
10. Ensuring all candidates for VP and nominated positions complete their Willingness to Serve documentation prior to the annual event and retaining documentation until such a time as the MN Chapter site can become formal repository
11. Maintain Succession plans for each board member (Val’s personal objective as president to will be to establish a succession plan for each role as well to appropriately document Roles & Responsibilities, timelines, contacts, lessons learned, etc. So that we can easily move between volunteer positions and transitions. CAO would maintain that once established and ensure owners update yearly or as needed.)
12. Maintain Organizational Charts.
13. Help as needed and provide input to chapter management.
14. Ensuring all candidates for VP and nominated positions update their Roles and Responsibilities document prior to the annual meeting and retaining documentation until such a time as the MN Chapter site can become formal repository.
15. Working across the Board and Advisory Council to design and execute advertising.
16. Coordinating the storage of, and access to, the Chapter booth and materials.
17. Coordinate payment and oversight of Chapter PO Box.
18. Establishing and maintaining Chapter Procedures Manual.
19. Recommending potential speakers for Roundtable or Large Chapter events from your professional network.
20. Providing a written status report to the President Elect on the Monday prior to Board meetings.
21. Perform other duties as pertain to this office, or which may be delegated by the President or Chapter Board.
22. Accomplishing assigned initiatives and administrative tasks in a timely manner.
23. Preparing for any agenda items for which you are responsible.
24. Reviewing meeting material provided in advance. If meeting (or non-meeting) material request feedback, provide it in a timely manner.

2017-18 SMART\* Goals

\*Specific, Measurable, Achievable, Relevant and Time-bound

1. Assist with the procurement of quality external trainers to drive better educational content.

2. Support VPs as needed