**ISACA VP Programs Roles & Responsibilities**

Responsible for planning and coordinating educational seminars and programs for the Chapter's membership (with the assistance of 3rd party administrative support, as required), including:

1. Establishing and executing against annual goals, subject to Board approval.
2. Maintaining an annual schedule of all educational events, such as roundtables and training sessions.
3. Overseeing the scheduling and execution of education events. This includes, but is not limited to, scheduling facilities, food, and audio and visual aids. Directing the EVENT Group coordinating reservations, taking attendance, maintaining CPE records and generating name tags.
4. Ensuring Internet training on education is accurate.
5. Maintaining an active list of qualified education providers.
6. Maintaining a rolling three-month calendar of research topics for publications based on input from the Chapter Board and Advisory Council input.
7. Working with the VP of Communications and Marketing to publish research.
8. Providing a written status report to the President Elect on the Monday prior to Board meetings.
9. Perform other duties as pertain to this office, or which may be delegated by the President or Chapter Board.
10. Accomplishing assigned initiatives and administrative tasks in a timely manner.
11. Preparing for any agenda items for which you are responsible.
12. Reviewing meeting material provided in advance. If meeting (or non-meeting) material request feedback, provide it in a timely manner.

VP Programs is responsible for Roundtables: June, August, September, November, December, January, March, April

VP responsible for the Fall and Spring Large Chapter Events

CAO is responsible for the Annual Event

July is deemed a by-month

Review Requirements for CVENT Engagement (what information do they need, how-who to test, how often to get updates, who should post to the ISACA site – who validates and by when)

What is timeline for CVENT

Understand/Use CVENT services to best of ability

Celebrate successes

Budget – 250.00 roundtable, how administer and manage

**2017 SMART Goals**

Have a rolling 18 month schedule of events to provide structure.

•General topics identified for the 18 months (monthly roundtable, quarterly WebEx, 2 Dinner meetings and Annual meeting, CSX training event, COBIT training event, and one externally provided training event)

•Speakers and specific topics 4 months out

•Locations and details identified 3 months out.

Increase Board Member participation in events

A facilitating goal is to develop a repeating process within the Program committee; including Dinner meetings, roundtables, WebEx presentations, and all day/multiday training session.