**ISACA VP Technology Roles & Responsibilities**

Responsible for Chapter systems, including:

1. Establishing and executing against annual goals, subject to Board approval.
2. With guidance from International, setting the strategy and plan for Chapter systems.
3. Overseeing the operations, administration and continued development of Chapter systems.
4. Designing system repository structure and minimum of 7 year retention. (Agendas, minutes, presentations, etc.)
5. Providing Board with instructions for data upload to Chapter systems. Coordinating the effort for website content updates and executing the changes.
6. Delivering technical support for all issues and malfunctions in environment.
7. Supporting leadership team usage of tool sets or “systems”.  Answer user emails regarding issues encountered with website or email.
8. Managing the new website delivery use tool sets to execute cleanup.
9. Overseeing content management: event updates to published calendar, leadership updates to site and email, managing email distribution and troubleshooting issues with website and email.
10. Ensuring that board meeting agendas and minutes are maintained in the MN portal for 7 years and then retired.
11. Providing a written status report to the President Elect on the Monday prior to Board meetings.
12. Perform other duties as pertain to this office, or which may be delegated by the President or Chapter Board.
13. Create and provide monthly updates on SMART\* Goals
14. Accomplishing assigned initiatives and administrative tasks in a timely manner.
15. Preparing for any agenda items for which you are responsible.
16. 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. Ensure timely distribution of minutes with accurate attendance