

PRESIDENT

Role description

The president is the executive head of the chapter and is also the chair of the Board. He/she is looked upon as the local representative of ISACA by the membership and the community. The president directs chapter strategy; and activities and efforts to ensure professional and personal growth for the membership.

The portfolio of President requires a time investment of at minimum 20 hours per week (excl peak periods)

These responsibilities are in addition to the responsibilities of ALL DIRECTORS.

Major Responsibilities

1. Executes the policies and decisions of the chapter board
 - Acts to ensure that chapter board policies are followed
 - Takes executive action in areas where specific policies have not been written or established
2. Develops annual and long-range chapter goals and objectives for presentation to and approval by the chapter board
3. Presides over all meetings of the chapter board
 - Works with the secretary to ensure that meetings are conducted in accordance with recognized parliamentary procedures
 - Works with the secretary to issue an agenda for each meeting
4. Organises chapter structure
 - Develops clear lines of authority and communication
 - Establishes a reporting system to keep board and membership apprised of chapter activities
 - Establishes committees and activities according to chapter bylaws
5. Directs chapter activities and establishes a chapter calendar, including target dates for task completion
6. Communicates chapter information and concerns to ISACA International Headquarters
 - Acts as the primary contact with ISACA International Headquarters
 - Completes and forwards various reports and surveys to ISACA International Headquarters as requested
 - Maintains regular contact with ISACA chapter relations department

Please see next page for more Major Responsibilities...

PRESIDENT

Major Responsibilities (continued)

7. Attends meetings planned/sponsored by ISACA International meetings as chapter representative
 - Brings issues of chapter interest and importance to the meetings
 - Builds rapport with other chapter presidents, association officers and ISACA International staff
8. Acts as the responsible party in terms of the POPI Act; and must effectively execute all related responsibilities as required
9. Acts as an escalation point for all ethics and other complaints
10. Appoints board committees and their members, as authorised by the chapter board
11. Works with other chapter officers to identify potential new members and volunteers
12. Works with the treasurer to develop budget
 - Verifies budget process to ensure compliance
 - Cosigns all checks, as specified by chapter bylaws and by chapter board
 - Provides remittance and statement of account reports that are sent from ISACA International Headquarters each month to the treasurer
13. Oversees turnover procedures
 - Ensures all files, records and correspondence are provided to new officers, directors and chairs by all members of the current board in a timely and complete fashion
 - Advises new officers, directors and chairs as needed
14. Supervises paid staff, if any, and works with the treasurer to ensure compliance with labour and tax requirements
15. Completes and submits or ensures completion and submission of chapter annual reporting requirements within 30 days after the chapter's AGM

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Major Responsibilities (continued)

16. Submits an audit report or verification/review letter, confirming that the chapter financials were reviewed by an impartial third party (i.e. someone not on the chapter board)
17. Enters into contractual and MoU arrangements to the benefit of the Chapter membership and according to the Approval Framework that is approved by the board
18. Presides over all board and board strategy meetings
19. Addresses complaints
20. Establishes and maintains good relationships with key stakeholders in South Africa including members, member organisations, SAQA, and all MoU organisations
21. Serves and promotes the ISACA SA Chapter in all industry; and public and private sectors

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