

CHAPTER SECRETARY

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

Role Description

The chapter secretary maintains the chapter records, minutes from board meetings, and the chapter MOI, bylaws and all board and board committee charters. The secretary is responsible for the maintenance and retention of ISACA International, legal and regulatory forms, documents and correspondence of the Chapter. The chapter Secretary is also responsible for maintenance and monitoring of adherence to Chapter policies and procedures.

Major Responsibilities

1. Presides over board, AGM and chapter meetings as appropriate in the absence of the president and vice president
2. Acts as parliamentarian for all board and Annual General Meetings (AGMs)
 - Understands parliamentary procedures, as designated in bylaws
 - Instructs board members and answers questions about the correct use of parliamentary procedure
 - Ensures all meetings are conducted in an orderly and organised manner
3. Calls the roll and records attendance at all board and AGMs
4. Keeps written minutes of all chapter board meetings and AGMs, and reads minutes of previous AGMs to membership, as necessary.
5. Issues meeting notices for all chapter board meetings, AGMs and other meetings, as appropriate
6. Submits the ISACA International Compliance Report one month after the AGM to maintain the Chapter's compliance status with ISACA International
7. Ensures compliance status with CIPC, SARS, Government (CSD system) and at banks / financial institutions
8. Maintains and enhances the Chapter BEE compliance status
9. Ensures that the Chapter board promotes transformation through securing and monitoring contracts with suppliers and service providers with BBEE level 1 status as far as possible

Please see next page for more Major Responsibilities...

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Major Responsibilities (continued)

10. Maintains official documentation and relationships with the South African Qualifications Authority (SAQA)
11. Develops, maintains and communicates current-year working files for the chapter
 - Updates and maintains all chapter policies and procedures with board approval where required
 - Ensures that all policies and procedures are published on the Chapter website and communicated to staff, members and directors
 - Stores all HR, legal, compliance and regulatory documentation from officers, directors and chairs
12. Works with the chapter membership director/committee to maintain record of all officers, board members and general membership
 - Ensures member rosters are up to date
 - Notifies ISACA International of newly elected or appointed officers, board members and/or committee chairs so that security and privacy controls can be effectively maintained
13. Maintains all chapter records in a central repository, except those specifically assigned to other officers or committees. Examples of these documents may include, but are not limited to:
 - Meeting minutes
 - ISACA International Agreements (such as the Chapter Affiliation Agreement, ATO and other agreements)
 - MOI and Bylaws (sometimes assigned to bylaws committee) and Incorporation records
 - CIPC documentation
 - Charters / terms of reference
 - Insurance records
 - Memorandum of Understanding Agreements (MoU)
 - Chapter logos and brand usage guidelines from ISACA International (if applicable)

Please see next page for more Major Responsibilities...

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Major Responsibilities (continued)

14. Works with the Digital & Security director to ensure that the Chapter has an effective filing systems and that are centrally stored, accurate and complete, and appropriately secured to upload privacy rules and regulations
15. Maintains the Chapter's official correspondence contracts – telephone, postal address, physical address and all letterheads are current
16. Receives mail from chapter post office box on a regular basis
17. Oversees chapter correspondence, except those that are specifically assigned to other officers
 - Prepares and sends chapter correspondence in a timely manner
 - Answers chapter correspondence in a timely fashion
18. Ensures that all Chapter Insurance is up to date - this may include:
 - Directors Liability Insurance
 - Short-term insurance
 - Event insurance
 - Cyber insurance
19. Supports the Chapter President with dealing with ethics and other complaints and legal matters
20. Seeks legal advice on behalf of the Chapter when needed