

REGIONAL DIRECTORS (JHB, Pretoria, Cape & KZN)

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

Role Description

A Regional Director is responsible for coordinating short educational programs, activities and networking sessions in her/his region with guidance/support from the Vice President. The Regional Director must work with the Membership Director to analyse the nature of members and member organisations as well as higher learning institutions within the region - and align regional activities (events, thought leadership articles, research contributions) to member and potential members' needs. It is important to note that the Regional Director is not solely responsible for hosting events in the respective region; but rather assessing and implementing broader opportunities to collaborate and contribute to region-specific ISACA SA Chapter activities.

Major Responsibilities

1. Establishes a Regional Committee of volunteer members with the Chapter office as secretariat. All committee members must be approved by the Board of Directors and sign volunteer agreements; conflict of interest agreements and acceptance of ISACA SA Chapter policies and procedures.
2. Sets out Terms of Reference for the committee and tactical plans that aligns to the ISACA vision and ISACA SA Chapter strategy and goals; and communicates this effectively to the Committee & Board.
3. Plans, directs and hosts successful events with the support of the regional committee and chapter office. The Regional Director must strive to attend all chapter events hosted within his/her portfolio and is usually the event MC.
4. Establishes, chairs and coordinates regional committee activities with other officers and chairs; with the support of the chapter office.
5. Develops, with help/guidance from the Vice President, monthly theme or topic lists and annual budget for submission to the chapter board.

Please see next page for Major Responsibilities...

REGIONAL DIRECTORS (JHB, Pretoria, Cape & KZN)

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

Major Responsibilities, continued.....

6. Sources sufficient funds to supplement the chapter budget per event; through securing sponsorships from member and other organisations.
7. Arranges and recommends interesting, informative topics that will contribute to the personal and professional growth of the membership. Draws on chapter members to present, participate on a panel discussion and/or hold a workshop.
8. Identifies programs that are professionally demanding and aimed at the needs of beginner, intermediate and/or advanced professionals. Identifies speakers or panel/workshop leaders for each event. Ensures that agenda and topics are finalised at least one month prior to an event.
9. Balances event agendas to ensure that events include a balance of experience vs. non experienced speakers. The Regional Director promotes some opportunities for non experienced speakers to assist members with their public speaking and professional growth.
10. Locates speakers from other chapters and/or other member organisations (e.g., government, police departments, professional organisations, local companies, local employers) with an appropriate balance observed in a calendar year; and ensuring that competing brands are not represented at one event.
11. Communicates regularly with members on MoU partner events, opportunities and activities and updates the Partner Engagement Plan for each MoU partner, and implements opportunities where possible to collaborate.
12. Collects photos, promo videos and biographical information about the speaker for use during his/her introduction to increase potential attendance at an event.

Please see next page for Major Responsibilities...

REGIONAL DIRECTORS (JHB, Pretoria, Cape & KZN)

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

Major Responsibilities, continued.....

13. Provides a minimum of one “standby” program for the each event in the event of an emergency/no show.
14. Ensures that attendee no-shows to events are addressed; as this incurs unnecessary cost for the chapter and in the case of physical events, food wastage.
15. Manages all speaker arrangements (i.e., travel, hotel, presentation materials) and ensures that the speaker is formally thanked at the end of the event.
16. Ensures that CPE confirmations are sent not more than one week after the event.
17. Ensures that a post event summary report is produced for every event; for inclusion in the ISACA South Africa Chapter Annual Report and ISACA International Compliance Report.
18. Works with the Marketing & Communications Director to publish event articles post event, using the Chapter’s press releases.
19. Works with the Digital Director to ensure event recordings are posted on selected platforms; such as Youtube, DEMIO etc.
20. Works with the regional committee and the Chapter office for assistance with any arrangements above, logistic arrangements and general assistance as needed.