



Quick Reference

Website

<https://engage.isaca.org/chicagochapter/home>

Address:

P.O. Box

GOVERNANCE MANUAL

Reviewed in October, 2025

Contents

ISACA Chicago Chapter - Board of Directors, Committee Volunteers	3
Executive Committee	3
A. The Chapter President	4
B. The Chapter Vice President	6
C. The Chapter Executive Secretary	6
D. The Chapter Treasurer	7
E. The Immediate Past President	10
Chapter Committees	10
1. Chapter Directors and Coordinators	10
2. Term of Chapter Coordinators	11
3. Duties of Chapter Committees	11
4. Committee Structure	12
A. Communications Committee	12
B. Membership Committee	14
C. Education Committee	17
D. Events Committee	19
E. Governance Committee	21
F. The Chapter Advisory Board (Newly added to align with Bylaws)	24
Supporting Documentation	26
Appendix	27
1. Contact List (Link)	27
2. Event Day Tasks (This portion may overlap with separate documentation maintained by the Events Committee.)	27
Sign-in / Registration	27
C. CPE certification distribution	30
3. Misc	30
● Calendar of Events	30
● Expense reimbursement	31
● Election Process document	31

ISACA Chicago Chapter - Board of Directors, Committee Volunteers

This document intends to [assist](#) the ISACA Chicago Board members in understanding and/or performing the duties [associated with](#) each role. The guidance here [should](#) be read and followed in conjunction with the bylaws. In case of any discrepancy or inconsistency with Bylaws, the stipulations in Bylaws will prevail.

The chapter bylaws provide details for the composition of the board of directors, terms, chapter meetings, and conducting the chapter's [activities](#). There are additional details for the board of directors' roles, forming committees, and engaging volunteers to fill coordinator and committee member roles.

Executive Committee

EXTRACT FROM BYLAWS FOR REFERENCE:

Article VIII. Executive Committee

Section 1. Composition

The members of the Executive Committee shall include the President, Vice President, Secretary, Treasurer, and Immediate Past President. All are voting members of the Executive Committee except for the Immediate Past President.

Section 2. Duties

A. **Authority between Board Meetings.** The Executive Committee shall exercise the authority of the Board of Directors between meetings of the Board, but only to the extent:

1. necessary to take action on unanticipated business that requires action between Board meetings; and
2. action taken is not contrary to the instructions of the Board of Directors.

B. **Other Duties.** The Executive Committee shall also:

1. Provide organizational direction and strategy, as needed.
2. Provide organizational oversight, as needed.
3. Handle confidential matters, as needed.
4. Provide recommendations to the Chapter Board.

Section 3. Meetings

Meetings of the Executive Committee shall be called by the President or [any 2 members of the Executive Committee](#) with at least 24 hours' oral notice. Notice may be waived by the members of the Executive Committee in accordance with statutory requirements. Executive Committee members are permitted to attend, participate, and vote at Board meetings by telephone conference call, unless otherwise requested by the President.

Section 4. Quorum

A majority of the members of the Executive Committee shall constitute a quorum.

ADDITIONAL INFORMATION IN THIS MANUAL:

The Executive Committee can also include only the Immediate past president for advice and counsel. The goal of the Executive Committee is to set the agenda and plan strategic discussions for the board of directors.

A. The Chapter President

EXTRACT FROM BYLAWS FOR REFERENCE:

A. The Chapter President

The Chapter President is the executive head of the Chapter and is seen as the local representative of ISACA by the membership and the community. The President directs the chapter activities and efforts to ensure professional and personal growth for the membership.

The Chapter President should lead and involve the annual strategic planning process to identify goals, objectives, and targets. This could be accomplished in an all-day strategic planning meeting.

The Chapter President shall:

- Preside at meetings of the Chapter and the Chapter Board.
- Ensure all Chapter Board members have reviewed the Chapter Affiliation Agreement;
- Be an ex-officio member of all committees, except the Nominating Committee.
- **Confirm** all committee chairpersons and members, except for the Nominating Committee, with approval of the Chapter Board.
- Ensure the chapter is represented by **at least one** chapter leader at all ISACA chapter leadership events. Attendance of individual(s) should be approved by the chapter board.
- Serve as liaison and advisor in coordinating the activities of the local Chapter in support of ISACA.
- Present an annual report to members at the annual general meeting, **consisting of** reports from various Chapter officers and committees.
- Maintain communications with ISACA and respond to ISACA inquiries.
- Complete/submit the required annual Compliance documentation to ISACA within 30 days after the annual general meeting.
- Supervise budgetary matters and proper internal control of finances.
- Execute agreements authorized by the Chapter Board of Directors.
- Ensure chapter trainers for ISACA certifications are accredited by ISACA; and
- Perform other duties as pertain to the Office of the President, or which may be delegated by the Chapter Board.

ADDITIONAL INFORMATION IN THIS MANUAL:

Governance:

- Prepare and monitor the Chapter's strategic plans.

- Execute the policies and decisions of the Chapter Board and ensure policy compliance.

For general leadership, the Chapter President should:

- Provide vision, leadership, encouragement, praise, and gratitude to the Chapter Board, committee members, and other volunteers.
- Advise and mentor new officers, directors, coordinators, and volunteers on chapter information, matters, and processes, as needed.
- Organize Chapter structure (Chapter Board and committee positions), as needed. Develop clear lines of authority and communication within the Chapter Board.
- Oversee all chapter activities and plans for publicizing them.
- Supervise paid staff, if any.
- Remain aware of and/or approve website content.
- Responsible for creating and maintaining the Chapter President succession plan.
- Oversee all succession plans for board positions.
- Coordinate with Chapter officers to identify potential new board members and volunteers.
- Recruit members for the Chapter Board and committees.
- Act as the primary contact for establishing relationships with other professional organizations in the chapter's market area, as well as other chapter leaders in the region for possible round-table discussions, etc., as appropriate.
- Respond to correspondence regarding membership within two (2) business days.
- Perform other duties as pertain to the office and responsibilities of a Chapter Board Member.

Finances

- Collaborate with the Chapter Treasurer and/ or Governance Director to ensure compliance with any labor and tax requirements.
- Verify and supervise the chapter's budget process to ensure compliance with ISACA.
- Provide secondary approval for expenditures outside of the budget.
- Report the Chapter's financial condition to the membership at the annual general meeting (AGM).
- Review and approve contracts.

Contracts

- Establish appropriate oversight to ensure that all contracts undergo legal review prior to execution and signatures.
- Collaborate with the Governance Committee to ensure executed contracts are maintained by them for recordkeeping.

Reporting

- Establish a reporting system to keep the chapter board and membership apprised of chapter activities.
- Report chapter activities and financial condition to the chapter membership.
- Act as the primary contact with ISACA.
- Present the chapter goals (of all activities, revenue, and expenditures) at the AGM meeting and make these available to all members upon request

- Submit to ISACA required reports, chapter information, concerns, and/ or assign a delegate, as appropriate.

B. The Chapter Vice President

EXTRACT FROM BYLAWS FOR REFERENCE:

B. The Chapter **Vice President**

The Chapter Vice President is the co-lead of the Chapter and is looked upon as a local representative of ISACA by the membership and the community. He/she will assist the Chapter President in directing Chapter activities and efforts to ensure professional and personal growth for the membership. The Chapter Vice President reports to the Chapter President.

The Chapter Vice President shall:

- In the absence of the Chapter president, preside at meetings of the Chapter and the Chapter Board.
- In the event the president is **unavailable** to perform the duties of the President.
- In the event of a vacancy in the office of President, assume the office of President; and
- Perform other duties as pertain to this office.

ADDITIONAL INFORMATION IN THIS MANUAL:

Governance

- Assist the Chapter President in preparing and monitoring the Chapter's strategic plans.

General Leadership

- Assist the Chapter President and Secretary with the development of board meeting agendas.
- Assist the Chapter President with directing Chapter activities and establishing a Chapter calendar, including target dates for task completion.
- Coordinate with fellow Chapter officers to identify potential new members and volunteers.
- Assist the Chapter President with the budget process.
- Provide secondary approval for expenditures outside of the budget if the Chapter President is not available.
- Responsible for creating and maintaining the Chapter Vice President succession plan.
- Assist the Chapter President with oversight of all succession plans.
- Advise and mentor new officers, directors, chairs, and volunteers as needed.
- With the Chapter President, co-supervise paid staff, if any.
- Assist with the oversight of website content.
- Recruit members for the Chapter Board and committees.
- Act as the secondary contact for establishing relationships with other professional organizations in the Chapter's market area.
- Respond to correspondence regarding membership in 2 (two) business days.
- Perform other duties as pertain to the office and responsibilities of a Chapter Board Member.

C. The Chapter **Executive** Secretary

EXTRACT FROM BYLAWS FOR REFERENCE:

C. The Chapter Executive Secretary

The Chapter Executive Secretary is looked upon as a local representative of ISACA by the membership and the community. The Chapter Executive Secretary will assist the Chapter President in directing Chapter activities and efforts to ensure professional and personal growth for the membership. The Chapter Secretary reports to the Chapter President.

The Chapter Executive Secretary shall:

- Take minutes of the meetings of the Chapter Board, membership meetings, and annual general meeting, and maintain a copy of the records,
- Maintain accurate attendance records,
- Be responsible for the legal affairs, Chapter records, and correspondence pertaining to the Chapter,
- Assist the President in the administration of Chapter membership meetings, and
- Perform other duties as pertain to this office.

ADDITIONAL INFORMATION IN THIS MANUAL:

The Chapter Executive Secretary is responsible for:

- Assisting with scheduling board meetings.
 - Create monthly meeting invites and ensure Board members and volunteers are receiving invites.
- Request items for the Board meeting agenda and send it out to attendees 24 hours prior to the meeting.
- Record meeting minutes during the Chapter Board meetings, membership meetings, and annual general meeting; ensure distribution to the appropriate audience within 30 business days or as directed by the Chapter President.
- Maintain copies of the meeting minutes and any other documentation [pertaining to the Chapter in the Membership section of the Chapter repository](#). (Note: There are options to store the minutes and financials in the Member Only folder on the new platform.)
- Maintain accurate Board member rosters.
- Responsible for Chapter correspondence (e.g., pickup mail from PO Box).
- Respond to correspondence regarding membership in two (2) business days.
- Assisting in writing and mailing all correspondence on behalf of the Chapter.
- Responsible for creating and maintaining the Secretary succession plan.
- Perform other duties as pertain to this office and the responsibilities of a Chapter Board Member.

D. The Chapter Treasurer

EXTRACT FROM BYLAWS FOR REFERENCE:

D. The Chapter Treasurer

The Chapter Treasurer is looked upon as a local representative of ISACA by the membership and the community. They are the Chapter's accountant and are responsible for maintaining the appropriate

internal controls over the Chapter's financial assets. They will manage the ISACA Chicago Chapter bank account, write checks/use debit or credit cards as approved by the Chapter President, deposit dues/fees, and other revenue. They are also responsible for filing required tax returns, maintaining annual business licenses, maintaining adequate Chapter insurance, and keeping accurate and up-to-date financial records for the Chapter. The Treasurer's duties are essential, as the consequences for the Chapter and members can be serious if there are inaccuracies, late payments, missing documents, etc. The Chapter Treasurer reports to the Chapter President.

The Chapter Treasurer shall:

- Be the custodian of Chapter funds.
- Receive and disburse Chapter funds as required in the conduct of its affairs and the carrying on of its activities or as directed by the Chapter Board.
- If received locally, remit dues to ISACA as required.
- [Share](#) a summary report at each regular board meeting [that will be captured as minutes of the meeting.](#)
- [Remits payments or transfers of funds from/to the Chapter's US Dollar Account held at ISACA, upon approval from the President or Vice President.](#)
- Submit annual financial statements for presentation to the membership at the annual general meeting.
- Submit books and records for audit if/when required.
- File any and all tax forms required; and
- Perform other duties as pertain to this office.

ADDITIONAL INFORMATION IN THIS MANUAL:

The Treasurer's reporting responsibilities include:

- Report directly to the Chapter President and the membership, as directed by the Chapter President.
- Assist in the preparation of income tax filings.
- Report the Chapter's financial condition to the membership, after Board review, and post for the membership to access it, [in coordination with Web Content Coordinator.](#)
- Submit audit verification and other reports to ISACA, as required. Coordination with the Governance Director as required.
- Responsible for creating and maintaining the Treasurer succession plan.
- Respond to correspondence regarding membership in two (2) business days.
- Perform other duties as pertain to this office and the responsibilities of a Chapter Board Member.
- [Responsible for uploading Chapter financial information to the Membership section of the Chapter Repository.](#)

At Chapter Meetings

- [Coordinate](#) with other Chapter officers (Chapter President, Chapter Vice President, Directors, etc.) to make deposits for facility, catering, and speakers.

- For the Annual General Meeting (AGM), prepare a Chapter year-end report.

At Board Meetings:

- Participate in board meetings.
- Prepare a regular Treasurer's report for board meetings to ensure the board and the membership know the financial position of the Chapter at all times.
- Execute a turnover/annual planning meeting.
- Participate in the annual planning process.
- Assist Chapter President with preparation of the annual budget.
- Provide financial data and monthly reports to the [Chapter Board](#) over Chapter finances, and/ or as required.

Outside of Chapter meetings

Ensure there is a complete, clear, and balanced audit trail of all chapter financial transactions for the current and prior years, including:

- Maintain a checkbook.
- Perform monthly bank reconciliations
- Savings account records.
- Monthly Treasurer's reports.
- Financial correspondence.
- General ledger, including journal entries—Make your own numbering, but keep something to support every entry made to the chapter books. (This can be paper or electronic.)
 - Canceled checks (if applicable).
 - Deposit slips.
 - Bills [received](#) and outstanding.
 - Ensure purchases are being made with [appropriate](#) approval(s).
 - Maintain a record of all purchases.
- Collect all funds owed to the Chapter.
- Track and record local dues received from ISACA.
- Track and record sponsorships and donations received by the Chapter.
- Track and record donations, contributions, recognition and scholarships given/distributed.

Annual Items

- Arrange for insurance and provide recommendations regarding coverage amounts. Request assistance from the Governance Committee, as needed.
- Ensure incorporation fees/licenses are filed on time, as appropriate. Investigate tax ID number/tax-exempt status with local authorities.
- Review financial activity to ensure income and expenses are adequately supported.
 - Review Chapter activities and management to ensure compliance with Chapter bylaws.
 - Establish and publish a date for completing the audit.
 - Report audit findings to the Chapter board. Work closely with the Governance Director.
 - Follow up on discrepancies with prior officers and board members and initiate corrective action, if necessary.
 - Retain the remittance reports/account statements provided by the Chapter President and pass this information along to the successor.

- Recommend an investment strategy for the chapter’s reserve funds.
 - Suggest a minimum amount for reserve funds.
 - Present and, with board approval, initiate a plan to build reserves.
- Create and send 1099 forms to all relevant contractors, including Certification Review Course instructors
- Verify annual external audit or external verification/review of chapter finances is conducted annually
- Verify all documents are submitted in a timely manner
- Verify all interviews are scheduled and conducted in a timely manner, OR conduct an audit/financial review and provide a verification letter to Headquarters annually
- Verify ISACA Group Tax Return information is submitted to Headquarters annually

E. The Immediate Past President

EXTRACT FROM BYLAWS FOR REFERENCE:

E. The Immediate **Past President** of the Chapter shall:

- Provide advice and guidance to the new President and Chapter Board, and
- Perform other duties as pertain to this office.

ADDITIONAL INFORMATION IN THIS MANUAL:

None

Chapter Committees

1. Chapter Directors and Coordinators

EXTRACT FROM BYLAWS FOR REFERENCE:

The Directors of the Chapter shall be the chair of the chapter committees, as assigned in these bylaws. The Chapter Coordinators shall perform duties as assigned by the Committee Directors and/or Chapter President. The coordinators shall assist the Committee Directors as applicable to support the Chapter’s activities.

All **Directors and** Chapter Coordinators must be current with their annual chapter dues.

The Chapter Coordinators will be confirmed and approved by the Board at Board meetings on a bi-annual basis. Chapter Coordinators are invited to attend Board Meetings, except those held in executive session. Committee Coordinators do not have the right to vote but are welcome to attend any Board meetings.

-As Student Membership is available, all students volunteering for Chapter events are required to hold a Student Membership, unless an exception is approved by the Executive Board.

ADDITIONAL INFORMATION IN THIS MANUAL:

The Directors of the Chapter **are considered officers on the board** and shall be the chair of the Committee. All officers/directors are voting members on the Chapter Board. Committee Coordinators and the Immediate Past President do not have the right to vote.

2. Term of Chapter Coordinators

EXTRACT FROM BYLAWS FOR REFERENCE:

The Committee Coordinators will be nominated by the Committee Officer and approved by the Board. There will be a minimum of one person per Coordinator role. Coordinators have a 1 (one) year term and 6 (six) term limit, no right to vote on the Board and are invited to attend the Board Meetings.

ADDITIONAL INFORMATION IN THIS MANUAL:

None.

3. Duties of Chapter Committees

EXTRACT FROM BYLAWS FOR REFERENCE:

The Chapter Officers shall perform the duties prescribed by these bylaws, and the parliamentary authority adopted by the Chapter

ADDITIONAL INFORMATION IN THIS MANUAL:

General duties of Chapter Officers and Coordinators

- Perform the duties prescribed by the bylaws, policy and procedures manual, and the parliamentary authority adopted by the Chapter.
- Be subject to serving the membership.
- Participate in membership engagement activities.
- Participate in membership growth and retention activities.
- Respond to correspondence regarding membership in 2 (two) business days.
- Attend Chapter Board meetings at a time and location (also virtual) determined by the Chapter Board

Chapter Officers only:

- Supervise the affairs and conduct the business of the Chapter between annual general meetings.
- Approve the chapter's annual budget and maintain budgets for assigned duties.
- Approve Committee expenditures.

- Officers are expected to maintain accountability for their allocated and approved annual budgets. They are responsible for tracking, documenting, and reporting all expenditures related to their budget.
- Ensure events and activities are planned using a break-even approach and obtain Executive Board approval for any expenditures outside the approved budget.
- Work with the Committee and Treasurer to develop a budget for new items.
- Approve actual committee or officer expenses within the budget.
- Provide primary approval for items outside of budget.
- Seek secondary approval from the Chapter President for expenditures outside of the budget prior to committing to the expenditure. The Chapter Vice President will approve if the Chapter President is not available.
- Submit agenda items and written status reports 3 days prior to board meetings (including meetings they will not be able to attend).
- Attend a minimum of 8 board meetings a year.
- Attend a minimum of 6 Chapter events (e.g., monthly meetings, conferences)
- Create and maintain succession and transition plans for their chair role.
- Create and maintain lists of responsibilities for each coordinator/ volunteer role within their assigned committee. Ensure the development of transition plans for each coordinator role.
- Responsible for tracking and reporting on Coordinator engagement throughout the year. Engagement statistics shall be presented mid-year to both the Nominations Committee and the Executive Board. Based on this report, the Nominations Committee will assist in the addition or removal of Coordinators in accordance with the Bylaws and following a due process.
- Post Chapter documents, including presentations, chapter reports, for the use of the board to the Chapter portal, restricted to the board.
- Report directly to the Chapter President.

Committee Coordinators only:

- Perform duties as assigned by the Committee Director and/ or Chapter President.
- Report to the Committee Director, but can seek guidance/ mentorship from any of the Officers.
- Are invited to the Board meetings, but don't have the right to vote.

4. Committee Structure

EXTRACT FROM BYLAWS FOR REFERENCE:

The following Committees are required as part of the Chapter Board. Other committees may be created as necessary by the Chapter Board.

ADDITIONAL INFORMATION IN THIS MANUAL:

A. Communications Committee

EXTRACT FROM BYLAWS FOR REFERENCE:

A. Communications Committee

Chair: Communications Director

Coordinators:

- Marketing Coordinator [Social Media Coordinator, Publication Coordinator]
- Web Content Coordinator
- Cvent and CPE Coordinators

Communications Director shall:

- Maintain electronic lists of members and guests, in accordance with local applicable privacy laws and [Chapter Privacy Policy](#).
- Forward information on events and other pertinent information to email lists.
- Identify and use other means of disseminating information about events and the chapter, where appropriate; and
- Perform other duties as pertain to this office.

Coordinators Responsibilities are outlined in the [Governance Manual](#).

ADDITIONAL INFORMATION IN THIS MANUAL:

The Communications Committee leads the marketing and communication channel for the Chapter, membership, and the community.

Communications Director:

- Responsible for internal Chapter communications and notifying all Chapter members and other interested parties of Chapter events.
- Responsible for monitoring the Chapter Communications mailbox, address email, and/ or direct to appropriate committees or Chapter Officers for resolution.
- [Responsible for website structure and content](#).
- Distribute copies of publicity to the Chapter members and ISACA.
- Manage and motivate committee members.
- Perform other duties that pertain to this office and the responsibilities of a Chapter Board Member.

Chairperson for Communications Committee and manage the functions of the following positions:

Marketing Coordinator(s)

- Chapter marketing, including social media, third party partnerships, and other ISACA organizations.
- [Coordinate with the events committee on](#) marketing supplies, banners, devices used for check-ins, etc.
- Upload pictures/ photos from our monthly meetings on social media
- Perform other duties as pertain to this office.

Web Content Coordinator(s)

- Maintain the Chapter website, including maintaining Chapter meeting and event announcements and calendar of local Chapter, ISACA international, and Partner events.
- Plan and assist in implementing new technologies as needed.
- Maintain relevant chapter documents. Additionally, coordinate with the following:
 - Treasurer to obtain relevant financial reports for publication on the chapter website
 - Events Director for presentations
 - Secretary for minutes of meetings
 - Membership Director for membership reports
- Perform other duties as pertain to this office.

Virtual event platform coordinator

- Create event registrations for our Chapter's events.
- Maintain events in Cvent and work with Web Content Coordinators to ensure the Calendar of Events on the Engage platform is up to date.
- Ensure after-event surveys (when required) are sent out and maintain a record of the feedback received.
- Send feedback to Officers after each event as appropriate and follow through where actions are required.
- Promotes ISACA's CPE policy.
- Works with the Education and/or Event Committee(s) to ensure programs and seminars meet all certification requirements.
- Download/extract attendance/poll records for timely CPE issuance for qualified Chapter events
- Ensures attendance at educational activities is properly recorded and retained in accordance with ISACA's CPE policy.
- Works with the Chapter President and the Membership Director/Committee to promote CPE credits as a benefit of serving as a Chapter leader.
- Ensures certificates are issued for educational offerings/opportunities.
- Curate content and lead the Chapter's Newsletter publication efforts.
- Perform other duties as pertain to this office.

B. Membership Committee

EXTRACT FROM BYLAWS FOR REFERENCE:

B. Membership Committee

Chair: Membership & Programs Director

Coordinators:

- Membership Engagement Coordinator
- Mentoring Program Coordinator(s)
- SheLeadsTech Program Coordinator

- Chapter Recognition Program Coordinator
- Business Outreach Coordinator(s)

Membership & Programs Director shall:

- Maintain accurate lists of membership, in accordance with local applicable privacy laws.
- Disseminate membership lists as directed by [the](#) Chapter Board, with due regard to security and privacy.
- Report on Chapter membership [based on data received](#) from the Association ([ISACA Global](#)).
- Coordinate plans for maintaining and increasing Chapter membership; and
- Perform other duties as pertain to this office.

Coordinators Responsibilities are outlined in the Policy and Procedures Manual.

ADDITIONAL INFORMATION IN THIS MANUAL:

The Membership Committee manages the membership data for the Chapter and engages with the members to provide value for the constituency.

Membership Director:

- Report on membership data at monthly Chapter meetings, and/or as often as needed.
- Work with Coordinators and Board members to develop an annual survey that helps identify member needs.
- Prepare special invitations for meetings of significant/higher importance.
- Work with the Executive Committee and Treasurer to develop the annual budget for [the](#) membership campaign(s). Approval is needed for expenditure outside of [the](#) budget.
- Maintain communication with [the](#) Board as to topics, dates, pricing, budget (budget for break-even), etc., for events held as part of Membership.
- [Institute](#) a tracking and monitoring mechanism for volunteers to support other committees as requested.
- Support joint meetings with local Chapters of other professional organizations.
- Manage and motivate committee members.
- Perform other duties that pertain to this office and [the](#) responsibilities of [a](#) Chapter Board Member.
- [Coordinate](#) with the Treasurer to develop a budget for the Chapter Recognition program.

Chairperson for Membership Committee and manage the functions of the following positions:

Membership Engagement Coordinator:

- Contact members periodically to learn if ISACA and the Chapter are meeting their needs
- Conduct and coordinate annual membership campaigns with the rest of the Board, with the goal of increasing chapter membership.
- Contact members who have not renewed to encourage them to renew and/or determine reasons for discontinuing their membership.
- Perform other duties as pertain to this office.

Mentoring Program Coordinator(s):

- Introduce ISACA to potential members (e.g., public accounting firms, banks, government agencies, universities, private industry, media).
- Maintain a mentoring program for Chapter members in accordance with the global program
- Recruitment (applicable to all roles within [the](#) Membership Committee)
- Obtain [the](#) names and contact information of non-member meeting attendees.
- Reach out to non-member meeting attendees and encourage them to join ISACA.
- Provide membership application information and marketing materials to prospective members.
- Perform other duties as pertain to this office.

SheLeadsTech [Program](#) Coordinator(s)

- Serves as the liaison between the SheLeadsTech program lead at ISACA headquarters and the ISACA Chicago Chapter.
- Develop and implement the SheLeadsTech strategy at the chapter level, in alignment with ISACA's global mission.
- Collaborate with the Executive Committee, Education Director, and Treasurer to establish the annual SLT budget.
- Plan and coordinate SheLeadsTech events, including topics, speakers, scheduling, pricing, and logistics.
- Promote SheLeadsTech events hosted by ISACA Global, the Chicago Chapter, and other chapters.
- Serve as the representative and public face of the SheLeadsTech program within the ISACA Chicago Chapter.
- Present updates and outcomes to the Chapter Board, during events, and with external stakeholders as needed.
- Recruit and coordinate volunteers to support SheLeadsTech initiatives.
- Champion the SheLeadsTech mission of advancing diversity, inclusion, and leadership for women in technology.
- Perform additional duties as needed to support the success of the program.

Chapter Recognition Program Coordinator(s)

- Develop, implement, and maintain a Chapter membership recognition program.
- Coordinate the Chapter Recognitions event at the AGM or at a different date, as determined by the Chapter Board.
- Present the program to the Chapter board for approval and to the general membership, when appropriate.
- Develop, implement, and maintain a special recognition program for members who have excellent meeting attendance and recognize those members at the annual meeting and/or at other events.
- At a minimum, the program shall include recognition of higher scores for the certification exams, volunteer recognition, membership recognition, etc.

- Increase Chapter awareness and appreciation of recognition by appropriately publicizing the programs.
- Suggest/select items to be given as recognition; order recognition.
- Review the qualifications of each recognition and determine which individuals meet the standards of the recognition program. Due process and approvals to be factored in this process.
- Present names of recognition nominees to the Board for approval.
- Perform other duties as pertain to this office.

Business Outreach Coordinator(s)

- Communications with HQ, Corporations for trends and advocacy for roles and certifications.
- Engage with businesses to expand partnerships and support for the Chapter's mission.
- Perform other duties as pertains to this office.

C. Education Committee

EXTRACT FROM BYLAWS FOR REFERENCE:

Chair: Digital Education Director

Coordinators:

- Academic Outreach Coordinators [K12 Coordinators, Higher Level Education Coordinators]
- Seminars Coordinator(s)
- Certifications Course Review Coordinator(s)

Digital Education Director shall:

- Responsible for the education of Chapter members and prospective Chapter members at events.
- Report to the President
- Provide opportunities for continuing professional education by ensuring appropriate educational programs are organized & made available to the membership
- Encourage participation in the Knowledge Center and research projects by individuals and groups within the organization
- Perform other duties that pertain to this office

Coordinators Responsibilities are outlined in the Governance Manual.

ADDITIONAL INFORMATION IN THIS MANUAL:

The Education Committee manages university relationships and coordinates large educational and certification events for the Chapter.

Education Director:

- Manage and motivate committee members.

- Perform other duties that pertain to this office and [the](#) responsibilities of [a](#) Chapter Board Member.
- Chairperson for [the](#) Education Committee and manage the functions of the following positions:

Chairperson for [the](#) Education Committee and manage the functions of the following positions:

Academic Outreach Coordinator(s)

- Liaise with academic institutions and professors for the purposes of promoting ISACA, educational events, and its professions. Where appropriate, it will work to establish an “Academic Advocate” program in local academic institutions.
- Responsible for coordinating scholarship initiatives approved by the Chapter Board.
- Create relationships with universities and college contacts, as well as the student groups.
- Develop an annual strategy, including a schedule for events at different universities. Coordinate strategy approval with the Education Director and the Executive Committee. Use materials provided by ISACA [to give](#) presentations to students and professors on ISACA, including the Model Curriculum, [and](#) all ISACA certifications.
- Identify and encourage Academic Advocates at local [K-12 educational institutions](#), colleges, and universities. (This person [serves](#) as the liaison [between the academic institutions and the Chapter](#).)
- Work with the Executive Committee, Education Director, and Treasurer to develop the annual budget. Approval is needed for expenditure outside of the budget.
- Maintain communication with the Board as to topics, dates, pricing, budget (budget for break-even), etc., for events held as part of Academic Relations.
- Perform other duties as pertain to this office.

Seminars Coordinator(s)

- Recommend, organize, and oversee seminars of professional education. A minimum of 2 [workshops](#)/ year (Spring and Fall) is recommended.
- Execute all planning and execution tasks related to specialized, targeted educational events (seminars).
- [Develop the annual budget with the executive committee, education director, and treasurer.](#)
- Maintain communication with [the](#) Board as to topics, dates, pricing, budget (budget for break-even), etc., for events held as part of Seminars.
- Report to [the](#) Board on seminar results.
- Perform other duties as pertain to this office.

Certifications Course Review Coordinator(s)

- Responsible for coordinating all aspects of the Certification Review Courses Program offered by the Chapter. At a minimum, the Program should include:
 - Schedule courses for the four core certifications: CISA, CISM, CGEIT, CRISC.
 - Schedule additional courses offered by ISACA, such as COBIT and [Cybersecurity Audit Certificate](#), available per request and/or if instructors are available.
 - Recruit assistant volunteer(s) to provide support with the logistics of the program, as needed.

- Responsible for defining the instructors' schedule for each Course Review Session. Review the schedule with the Accredited Trainer.
- Define responsibilities for Instructors and Facilitators. Review them with the Accredited Trainer.
- Ensure all instructors/ facilitators are members of ISACA.
- Support the Accredited Trainer in ensuring that all instructors and facilitators have certifications in good standing for the course for which they provide training.
- Facilitators are also called the trainers in training; a minimum of 2 new facilitators should be trained each year.
- Supporting the Accredited Trainers in collecting feedback from students for each course.
- Develop the annual budget with the executive committee, education director, and treasurer.
- Maintain communication with the Board regarding topics, dates, pricing, budget (budget for break-even), etc., for events held as part of Certifications.
- Responsible for ensuring all appropriate reporting is delivered to ISACA HQ, as per their requirements and in a timely manner.
- Maintain resource material related to ISACA's certifications.
- Promote ISACA's accreditations within the Chapter membership.
- Perform other duties as pertain to this office.

D. Events Committee

EXTRACT FROM BYLAWS FOR REFERENCE:

D. Events Committee

Chair: Events Director

Coordinators:

- Facilities Coordinator(s)
- Events Coordinator(s)
- Sponsorship Coordinator(s)
- Community Day Coordinator(s)
- Convergence Coordinator(s)

Events Director shall:

- Responsible for the logistical coordination of Chapter events and meetings
- Report to the President
- Coordinate with the Education Committee and members on seminars and certification courses
- Perform other duties that pertain to this office

Coordinators Responsibilities are outlined in the Governance Manual.

ADDITIONAL INFORMATION IN THIS MANUAL:

The Events Committee manages chapter meetings and speaker events for the Chapter.

Coordinators:

- Careers and Conversation Coordinator(s)
- Networking Events Coordinator(s)

Events Director

- Manage and motivate committee members.
- Perform other duties that **pertain to this office** and the responsibilities of a Chapter Board Member.

The Events committee may maintain a document detailing their roles and responsibilities, which should be consistent with this manual and the bylaws. Chairperson for Events Committee and manage the functions of the following positions:

Facilities Coordinator(s)

- Coordinate the execution of all event day tasks surrounding the execution of educational events and meetings.
- Work with and support Event Coordinator(s) to carry out same-day tasks needed to achieve event execution.
- Responsible for the contract with the meeting venue vendor.
- **Develop the annual budget with the executive committee, events director, and treasurer.**
- Maintain communication with the Board regarding topics, dates, pricing, budget (budget for break-even), etc., for events held as part of Facilities.
- Responsible for ensuring all catering activities are performed for each event.
- Coordinate event volunteers on the day of the event.
- Oversee logistical tasks for event day, including sign-in/registration, name badges, payment collection, etc.
- Report to the Chapter Board on event results.
- Perform other duties as pertain to this office.

Events Coordinator(s)

- Coordinate speakers and speaker-related tasks for all Chapter events.
- Execute planning for special educational events that require coordination with other volunteering organizations (e.g., IIA, ISSA, other ISACA chapters)
- Work with event volunteers to execute event planning tasks before event day, including but not limited to ensuring the Communications Committee has all information needed to set up event invites and marketing materials.
- Coordinate event volunteers for the day of the event (e.g., check in, introductions, name badges, payment collections)
- Institute a mechanism (e.g., database) to track all speaker volunteers.

- Perform other duties as pertain to this office.

Sponsorship Coordinator(s)

- Identify and cultivate corporate sponsors to support chapter activities.
- Define sponsorship levels and benefits.
- Coordinate with Education and Events Committees and Coordinators for sponsorships for specific events (e.g., seminars, conferences).
- Perform other duties as pertain to this office.

Careers and Conversation Coordinator(s)

- Coordinate monthly Careers and Conversation webinars to collaborate and develop soft skills among members.
- Identify guest moderators for Careers and Conversation sessions to integrate more members and promote member engagement.
- Perform other duties as pertain to this office.

Networking Events Coordinator(s)

- Coordinate quarterly networking events to promote member connection and engagement.
- Coordinate with Sponsorship Coordinators to fund events.
- Create a networking program among members to facilitate peer to peer interaction and sharing for questions.
- Perform other duties as pertain to this office.

Convergence Conference Coordinator(s) (Moved from Education Committee to align with Bylaws)

- Coordinate with the ISACA Chicago board on the annual Convergence Conference, including planning: securing location and food, defining theme/focus, identifying speakers, and promoting the event
- Report progress and event details (e.g., registration, revenue) to the ISACA Chicago board.
- Perform other duties as pertain to this office.

E. Governance Committee

EXTRACT FROM BYLAWS FOR REFERENCE:

E. Governance Committee

Chair: Governance Director

Coordinators:

- ~~Contracts Coordinator~~
- Nominating Coordinator
- Bylaws Coordinator
- Documentation Repository Coordinator

Governance Director shall:

- Work with the Chapter President and Treasurer to verify that the chapter is a legally registered entity
- Work with the Chapter President and Treasurer to verify the chapter has tax-exempt status
- Contract management
- Coordinate any legal items, as necessary, with VP or Secretary
- Report the status of the Governance Committee to the board

Coordinators Responsibilities are outlined in the Policy and Procedures Manual.

ADDITIONAL INFORMATION IN THIS MANUAL:

Governance Director

- Work with the Chapter President and Treasurer to verify the chapter is a legally registered entity
 - ◉ ~~Federal~~
 - State
 - ISACA
- Work with the Chapter President and Treasurer to verify the chapter has tax exempt status
 - ◉ ~~Federal~~
 - State
- Contract management
 - Coordinate review of contracts with the legal advisor for the chapter. NOTE: If the Governance committee is not involved or included in the contract process, the responsibility for legal review will shift to the respective committee chairs. It is important to share the reviewed and signed documents with the Governance committee for their records in such cases within 7 days of contract signatures.
 - During the contract renewal or new contract process, the respective directors of the committee engaging the vendors should verify that the vendors comply with PCI. They should also collect and verify SoC reports where applicable.
 - Note, the Chapter President or Vice President should sign the contracts
- Verify that access review for the chapter's bank accounts is performed annually by the Treasurer. Only the Treasurer and the chapter President have access to the bank account at this time.
- Coordinate Governance Committee meetings with all Governance Committee Coordinators, as well as other members
- Work with the Chapter Board to review the ISACA Chapter Affiliation Agreement, along with the Bylaws annually reviewed. This is stored in the Chapter Leader portal repository at this time.
- Verify that the ISACA Chapter Compliance checklist is submitted within 1 month of the annual meeting
- Work with the Chapter President and Treasurer to verify that D&O insurance is current and provides appropriate coverage
- Verify that the board members, including coordinators sign the ISACA Willingness to Serve Agreement within 1 month of joining the board

- Verify that the board members, including coordinators sign the Conflict of Interest Statement within 1 month of joining the board
- Perform other duties that pertain to this office and the responsibilities of a Chapter Board Member.

Chairperson for Governance Committee and manages the functions of the following positions:

~~Contracts Coordinator(s)~~

- ~~● Review/negotiate contracts for the chapter.~~
- ~~● Identify any legal concerns/requirements.~~
- ~~● Maintain a list of vendor contracts that need to be reviewed annually.~~
- ~~● Perform other duties as pertain to this office.~~

Nominating Coordinator(s)

- The Nominating Committee is solicited and shall consist of 3 (three) members. [The Executive Board will to assign someone they deem fit to oversee and support nominations process.](#)
- The Chapter Board shall elect the Nominating Committee at the August Board Meeting.
- The Nominating Committee shall solicit candidates for office from the Chapter membership and shall nominate candidates for offices to be installed at the AGM.
- The Nominating Committee shall report the status of the board election to the Board during September, October, and November Board Meetings. The Nominating Committee shall report to the membership at least two months before the AGM.
- Perform other duties as pertain to this office.

[Note: Additional information on the process is included in the Election Process document.](#)

Bylaws Coordinator(s)

- Verify bylaws are reviewed annually by the board, including the Chapter Affiliation Agreement.
- Verify that policies are reviewed annually by the board
 - Internal privacy
 - External privacy
 - [Governance Manual \(this document\)](#)
 - Additional policies as needed
- Perform other duties as pertain to this office.

Documentation Repository Coordinator(s)

- ~~● Work with Education and Events Committees to archive presentations and recordings for member use.~~
- Work with all Committees to archive and increase accessibility of Committee documentation.

- Review the Policy and procedure manual for any key changes annually, but a full review every three years.
- Perform other duties as pertain to this office.

F. The Chapter Advisory Board (Newly added to align with Bylaws)

EXTRACT FROM BYLAWS FOR REFERENCE:

The Advisory Board should be comprised of at least a Legal representative/Lawyer, an Accountant/CPA, and Chapter Past Presidents. The Advisory Board should be appointed by the Executive Committee (not the membership), and its objectives would be to use business judgment to advise in the best interest of the Chapter and the organization.

Chapter Strategic Advisors must be ISACA Chicago Chapter members. Membership is unnecessary for subject matter experts (SMEs) such as legal advisors or accounting advisors.

The Chapter Advisory Board shall:

- Support and advise the Executive Committee in legal and financial matters.
- Perform other duties as they pertain to this office.

ADDITIONAL INFORMATION IN THIS MANUAL: (Based on the PowerPoint deck shared by Ramona)

Objective: Use business judgment to advise in the best interest of the Chapter and the organization. Appointed by the Executive Committee (not the membership).

Established Jan 1, 2023.

Roles and responsibilities of the members of the Chapter Advisory Board:

Legal Representative

The Legal representative shall provide advice to the ISACA Chicago Chapter Executive Committee and Board on legal matters.

Responsibilities:

- Advises on legal matters, applicable Privacy laws and regulations as determined by local and/ or global laws.
- Advises the Communications Committee on PII matters as applicable to marketing materials, web content/publications, and communications-related activities when the need arises.
- Provides recommendations to the Chapter Board on contractual agreements and insurance matters with Third-Party Organizations/vendors.
- Advises on the interpretation and implementation of legal clauses.
- Advises on any Chapter issue management.
- Reviews legal documents and drafts legal opinions/briefings when the need arises.

- Serve as a coach and mentor to aspiring professionals in the area of Privacy, Cybersecurity & Law, IT Governance, control, and assurance, etc.
- Consults with other members of the ISACA Chicago Chapter Advisory Board.
- Performs other duties as pertain to this office.

CPA Advisor

The Certified Public Accountant (CPA) advisor shall provide advisory to the ISACA Chicago Chapter Executive Committee and Board on financial and tax matters.

Responsibilities:

- Advises on tax-related matters such as the chapter's tax filing and interaction with the IRS when the need arises.
- Provides support in the performance of internal audits of the chapter's finances to ensure that financial records/documentation are accurate and in compliance with ISACA Global requirements and industry best practices.
- Advises on cost reduction strategies that could be utilized to optimize available financial resources to further achieve the ISACA Chicago Chapter's objectives.
- Advises the Chapter Board on financial forecasting as applicable to assess performance.
- Advises the Chapter's Executive Committee and Chapter Board on financial regulation and compliance matters as applicable and/ or as determined by local laws.
- Serves as a coach and mentor to aspiring professionals in the area of IS/IT Audit, control, and assurance.
- Consults with other members of the ISACA Chicago Chapter Advisory Board.
- Performs other duties as pertain to this office.
-

Strategic Advisors & Advocates

The Past-President(s) serve as the Strategic Advisors and Advocates for the ISACA Chicago Chapter.

Responsibilities:

- Provides advice and guidance to the new President and Chapter Board.
- Works with the Executive Board to create long-term strategic plans for the chapter.
- Supports chapter committees/ focus task forces with strategic direction to ensure it's operating at optimal efficiency and in alignment with the ISACA Global strategy.
- Solidifies the Chicago chapter's presence and participation in the global IT market.
- Represents the chapter in partnerships with other professional, non-profit, and standard-setting organizations to address and respond to issues of mutual importance.
- Acts as a subject matter expert to provide input into various regulatory and legislative issues impacting the profession and that further the mission of the organization.
- Advocates for growing, refining, and recommending best practices for the industry to advance the future of IS/IT audit, assurance, security, cybersecurity, privacy, risk, and governance.
- Represents the chapter at both global and local level events.
- Advises leadership on conflict resolution, ethics, compliance, and productivity.

- Consults with other members of the ISACA Chicago Chapter Advisory Board.
- Performs other duties as pertain to this office.

Supporting Documentation

- ISACA Chicago Bylaws
- Board Structure Org Chart
- [Election Process document](#)

Appendix

1. Contact List ([Link](#))

2. Event Day Tasks (This portion may overlap with separate documentation maintained by the Events Committee.)

Sign-in / Registration

Manual Process

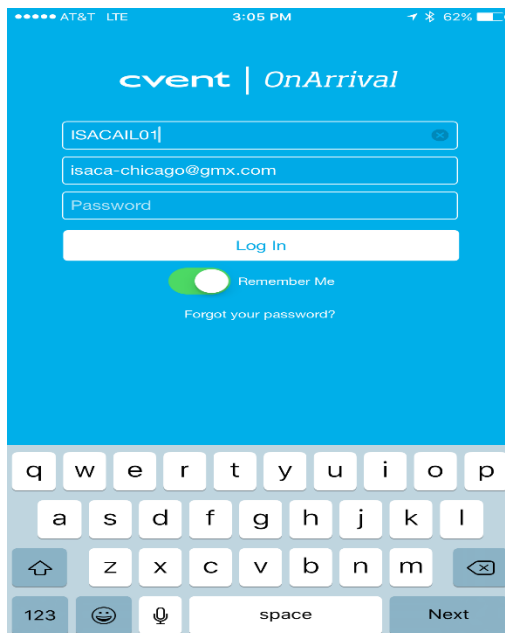
Manual sign in sheets are created from the list of registrants in Cvent. In Cvent, select the event, then:

- Click on [report](#) then select [Report templates](#)
- Select the [applicable registrant report details you need](#)
- Leave the default report options and click the Run button
- Click the Export button and save as an Excel file.
- Open [up the Excel](#) file and remove all unnecessary columns.
- [Validate the report](#) and upload to Cvent to create a contact list for the participants.
- Create the Certificate of Attendance Email with the necessary details [event name, event date, CPE earned, Chapter name, mode of delivery, etc.] and issue the CPE credit(s) to the event attendee list.

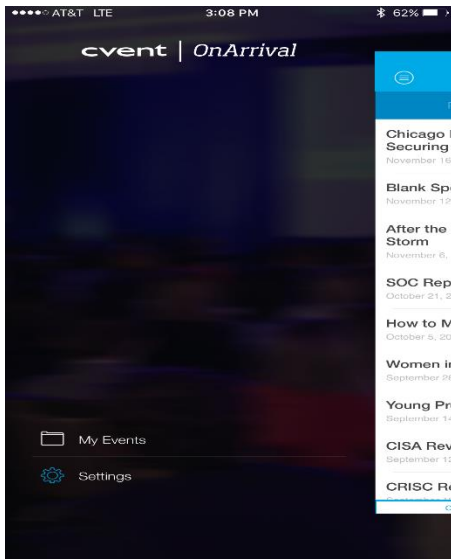
Cvent Process

Download OnArrival for Cvent for iPhone/android. Or use a browser on a laptop.

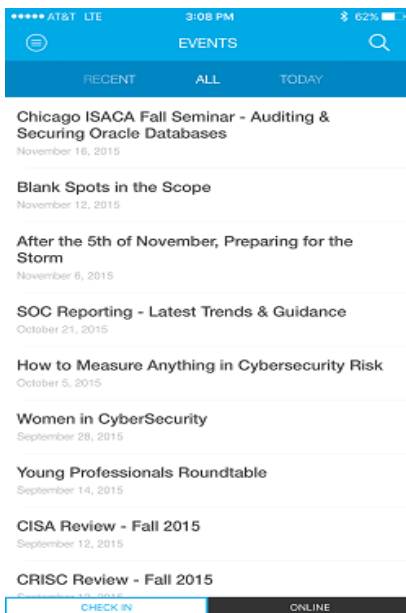
Enter account credentials



Click on My Events

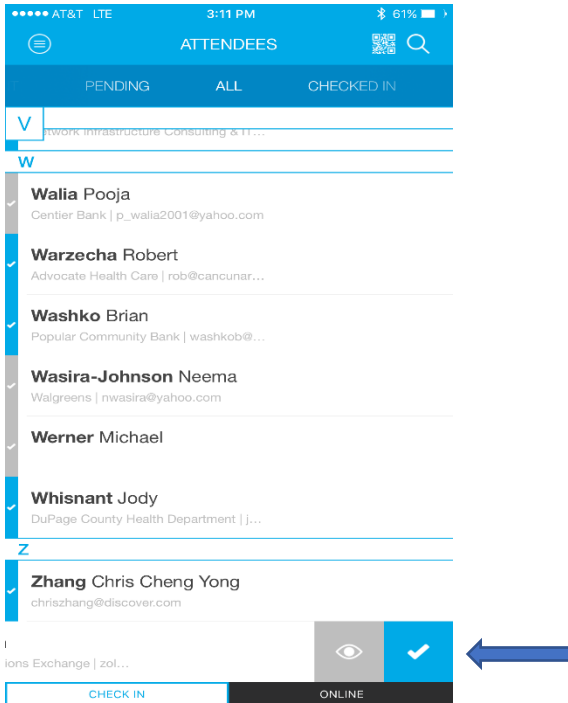


Click on the event

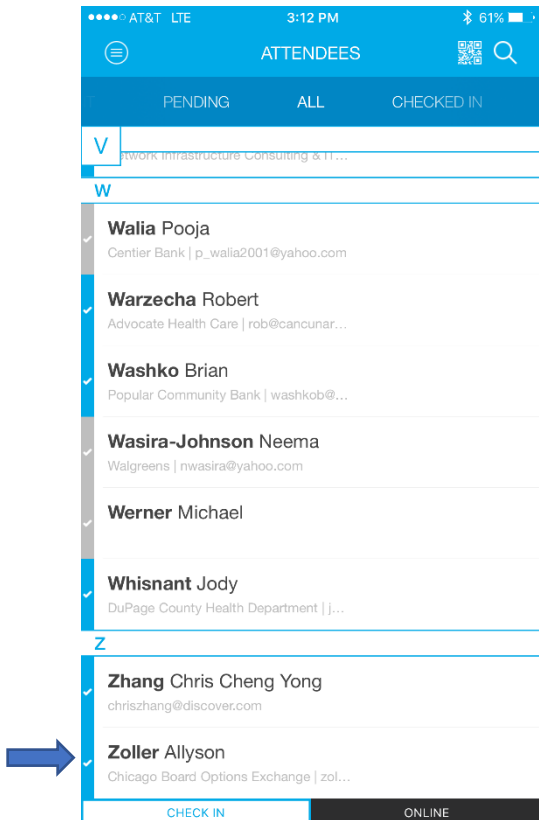


Attendees list should be visible. You can ask for the person's last name and do a search using the magnifying glass image at the top right corner. FYI, people with a gray box and white check mark to the left of their name are **not** checked in.

Click on the name of the person you would like to check in. Then click on the blue box with the check mark next to their name.



Click on the back button and you will see the person has a blue box with a white check mark.



C. CPE certification distribution

Walk-ins Process

Print out “Blank forms” excel sheet to gather name and email address for non-registered walk-ins. Once training starts, register these individuals and check them in via the Cvent app.



Blank forms.xlsx

NOTE: The standard guideline for issuing CPE is captured in the house cleaning deck used for each event (50 minutes participation for 1 CPE, 100 mins for 2 CPEs, etc.). For Review courses, the class coordinator collates the CPEs to be issued based on attendance.

There are many online resources for CVENT setup. The communication team has a collection of these resources for the frequently used functionalities on the CVENT platform. This is currently stored in the Communications folders in Google Drive.

3. Misc

- Calendar of Events

The calendar of educational events and meetings is maintained by the Events Committee.

Location: https://app.smartsheet.com/b/home?lx=IMeDhBaqkpNu_Rlc14aJkQ . **Please note, if accessing the site for the first time, contact the Events Committee to grant you access.

- **ISACA-Chicago-EventChecklist** – Assign event responsibilities and enable effective auditing of our events to make sure we’ve done what’s needed for CPEs and to keep members happy.
https://app.smartsheet.com/b/home?lx=IMeDhBaqkpNu_Rlc14aJkQ
- **ISACA-Chicago-EventContent** – Populate with all details for our events for historic purposes (including presentations, handouts, programs, and any other materials)
<https://app.smartsheet.com/b/home?lx=tnvPmVP-sne9gmV9L9k1lg>
- **ISACA-Chicago-EventStatistics** – Track event statistics for chapter performance measurement
<https://app.smartsheet.com/b/home?lx=qaQtmlhfntGaheQga4jnxw>

- Expense reimbursement

The expense reimbursement form attached below is used to submit the request for reimbursement of any expenses that you might have incurred on behalf of the chapter. We make sure to add as much detail as possible about the expense and also attach a proof of payment. This expense report is then emailed to the ISACA Chicago Treasurer treasurer@chicago.isacachapter.org along with the supporting receipt.



Expense
Report_form.xlsx

- Election Process document

[Link](#)