Chapter President Accountability Summary

The president is the executive head of the chapter and is looked upon as the local representative of ISACA by the membership and the community. The president directs chapter activities and efforts to ensure professional and personal growth for the membership, cohesiveness and collaboration of the board of directors, directs financial stewardship of the chapter, and support chapter operations and compliance with ISACA International and local laws.

Major Responsibilities

1. Executes the policies and decisions of the chapter board
   a. Acts to ensure that chapter board policies are followed
   b. 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
   a. Works with the secretary to ensure that meetings are conducted in accordance with recognized parliamentary procedures
   b. Works with the secretary to issue an agenda for each meeting
   c. Exercise vote in all motions on the table

4. Organizes chapter structure
   a. Develops clear lines of authority and communication
   b. Establishes a reporting system to keep board and membership apprised of chapter activities
   c. Establishes committees and activities according to chapter bylaws
   d. Works to progress efficiency and effectiveness of board and board members’ roles

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
   a. Acts as the primary contact with ISACA International Headquarters
   b. Completes and forwards various reports and surveys to ISACA International Headquarters as requested
   c. Maintains regular contact with ISACA chapter relations department

7. Attends meetings sponsored by ISACA International Headquarters as chapter representative
   a. Brings issues of chapter interest and importance to the meetings
   b. Builds rapport with other chapter presidents, association officers and ISACA International Headquarters staff

8. Works with other chapter board members and constituents to identify potential new members and volunteers
   a. Appoints committee members, as authorized by the chapter board

9. Works with the treasurer to develop budget
a. Verifies budget process to ensure compliance  
b. Co-Approves or Cosigns all checks, as specified by chapter bylaws and by chapter board  
c. Provides remittance and statement of account reports that are sent from ISACA International Headquarters each month to the treasurer  
d. Responsible for defining, managing and reporting on overall budget for general chapter BOD activities  
e. Supervise budgetary matters and proper internal control of finances  

10. Oversees turnover procedures  
a. 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  
b. Advises new officers, directors and chairs as needed  

11. Supervises paid staff, if any, and works with the treasurer to ensure compliance with labor and tax requirements  

12. Completes and submits—or ensures completion and submission of—chapter annual reporting requirements within 30 days after the chapter’s AGM  

13. Ensures an audit report or verification/review letter is submitted, confirming that the chapter financials were reviewed by an impartial third party (i.e., someone not on the chapter board)  

14. Hold (a) strategic planning meeting(s)  

15. Represent the Chapter at Leadership Conferences, Presidents Council Meetings and other conferences and functions, where appropriate or appoint another Chapter Board member as a representative  

16. Present an annual report to members at the Annual Meeting of the Chapter Membership - such report to consist of reports from various Chapter officers and committees  

17. Perform other duties as they pertain to the office of President or assigned by the Chapter Board.