Vice President of Governance

In the event of the president's absence or disability, the vice president of a chapter assumes the duties of the president, including, but not limited to, presiding at meetings of the chapter and the chapter board. He/she is responsible to the president, chapter board and chapter membership.

Major Responsibilities

1. Assumes the duties of president when the president is absent
2. Develop Strategic and Tactical plans for the chapter along with other Board members and Directors
3. Assists the president in establishing committees and ensure that the functions of all chapter committees have been defined in writing and that each committee is staffed with competent, active members
4. Directs and coordinates the administrative activities of standing and select committees
   a. Ensures goals and objectives can be met
   b. Ensures performance standards for committees are maintained
   c. Approves arrangements made for monthly meetings, seminars and events
   d. Manages the development, distribution and tabulation of all program surveys (i.e., those that identify speakers and areas of educational interest)
5. Reports committee activities for standing and select committees
   a. Acts as liaison between committees and the chapter board
   b. Ensures board policies and decisions are communicated to committee chairs
6. Reviews and updates all position descriptions and performance standards
7. Ensures there are no obsolete, inadequate or incorrect descriptions or unrealistic standards
8. Assists the president and treasurer in the preparation of the chapter budget
9. Oversee the monthly expenses and ensure that it is aligned with the budgeted amounts.
10. Oversee the preparation and filing of chapter financials to ISACA international
11. Establishes and maintains relationships with other professional associations
12. Attends internationally-sponsored meetings for chapter leaders as president-elect or as designated by the current chapter president
13. Works with Chapter Secretary to ensure chapter records are in order, up-to-date, secured and archived accordingly.
14. Closely work with ISACA International and address any issues with the chapter, if any.
15. Ensure that all board members and directors follow the code of conduct and address any complaints from the members.
16. Ensure that Chapter By-Laws are reviewed annually and/or updated annually by the board.
17. Ensure Chapter By-Laws are being followed by the rest of the chapter board.
18. Ensure that Chapter compliance documentation is submitted to ISACA Global annually.
19. Ensure the Chapter privacy statements are reviewed and updated annually by the board.
20. Be the liaison between ISACA Atlanta and our legal team.
21. Ensure annual insurance policies are reviewed and signed.
22. Facilitate any chapter disputes or complaints.

Reporting Responsibilities

The chapter vice president is responsible to the president, chapter board and chapter membership. As many as five committees and/or their chairs report directly to the vice president and they may include:

- Volunteer committee and/or its chair
- Bylaws committee
- Leaders/chairs for special interest groups (SIGs)