

## VP of Operations Role Description

### Summary of Accountability:

The Vice President of Operations is accountable for ensuring the chapter is operationally functional. The VP of Operations reports to the President of the Chapter; working with the President to ensure the long- and short-term vision and strategy of the Chapter is realized. This includes, but is not limited to: the planning, budgeting, coordination and payment of events for the chapter; ensuring the chapter website is up-to-date; issuing CPEs to members and reporting to ISACA International. The VP of Operations is also accountable for ensuring Chapter decisions have consensus and participates in decision-making among the Chapter Officers before action.

### Responsibilities of VP of Operations:

- Presiding at meetings of the Chapter and the Board, in the absence of the President.
- Performing the duties of the President in the event of his/her absence or disability.
- Coordinating the definition of short- and long-term strategic plans for the Chapter.
- Coordinating and overseeing the formation and operation of specific committees to accomplish the chapter goals.
- Ensuring Chapter decisions are discussed amongst the Chapter Officers and build consensus.
- Ensuring Chapter events are planned, budgeted, communicated, paid, etc.
- Ensuring CPEs are tracked, issued to members and reported to ISACA International in a timely manner.
- Delegating and coordinating initiatives to relevant directors as needed, which may include the planning and coordination of:
  - Board Meetings
  - Networking Events
  - Chapter Events
  - Geek Week Conference
  - Certification Review Courses
  - Chapter Communications
  - Other events as needed
- Administering and providing training on Chapter technologies such as Cvent, Constant Contact, Crowd Compass, Chapter Leader Portal, Zoom, etc.
- Be point of contact and coordinator with other community organizations.
- Writing, reviewing and sending Chapter communications via chapter distribution lists and/or social media.
- Ensuring the Chapter website is up-to-date and accurate.
- Formulating budgets and paying for events with the Chapter Treasurer.
- Help to identify and vet speakers for Chapter events.
- Help to identify and secure meeting space for Chapter events.

The following directors and coordinators will report and work with the VP of Operations to ensure the chapter is operational:

- Director of Membership
- Director of Programs
- Director of Communication
- Director of Certification
- Webmaster
- Geek Week Committee