ISACA Phoenix Chapter
Description of Officer and Board Director Positions

Chapter leaders participate in monthly Board meetings. Usually, these meetings are conducted via conference call during a workday lunch hour. About once a quarter, we hold an in-person board meeting, after work during the dinner hour.

Our [chapter bylaws](#) describe each position as follows:

**Chapter Officers**

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;
- Appoint all committee chairpersons and members, with approval of the Chapter Board;
- Be an ex-officio member of all committees, except the Nominating Committee;
- Represent the Chapter at ISACA Leadership Conferences, and other conferences and functions, where appropriate, or appoint another Chapter Board or Committee member as a representative;
- 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 AGM; such report to consist of reports from various Chapter officers and committees;
- Maintain communications with the Association and respond to Association enquiries;
- Be responsible for submission of the required annual Chapter reports to the Association within 30 days after the Annual General Meeting;
- Supervise budgetary matters and proper internal control of finances;
- Ensure Chapter trainers for ISACA certifications are accredited by ISACA; and
- Perform other duties as pertain to the office of President, or which may be delegated by the Chapter Board.

The Chapter **Vice President** shall:
- Preside at meetings of the Chapter and the Chapter Board, in the absence of the President;
- Perform the duties of the President in the event of his/her absence or disability;
- Assume the office of President in the event of a vacancy in the office of President; and
- Perform other duties as pertain to this office.

The Chapter **Secretary** shall:
- Take minutes of the meetings of the Chapter Board, membership meetings, and AGM, 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.

The Chapter **Treasurer** shall:
- Be custodian of Chapter funds;
- Receive and disburse such funds of the Chapter as shall be required in the conduct of its affairs and the carrying on of its activities or as directed by the Chapter Board;
• Remit dues to the Association as required;
• Submit a written report at each regular Chapter and Board meeting;
• Along with the President, authorize expenditures from, or transfers of funds from/to the Chapter US dollar credit account held at the Association;
• Submit annual financial statements for presentation to the membership at the AGM;
• Submit books and records for audit, when required;
• File any and all tax forms required; and
• Perform other duties as pertain to this office.

Chapter Directors

The **Communications Director** shall:
• Maintain electronic lists of members and guests, in accordance with local applicable privacy laws;
• Forward information on events and other pertinent information to email lists;
• Maintain and update chapter website and social media presences, including ISACA Engage, LinkedIn etc.;
• Coordinate and disseminate newsletter communication to membership;
• Liaise with ISACA International to ensure relevant communications are disseminated to membership;
• Identify and use other means of disseminating information about events and the Chapter, where appropriate; and
• Perform other duties as pertain to this office.

The **Membership Director** shall:
• Maintain accurate lists of membership, in accordance with local applicable privacy laws;
• Disseminate membership lists as directed by Chapter Board, with due regard to security and privacy;
• Report on Chapter membership data from ISACA;
• Coordinate plans for maintaining and increasing Chapter membership; and
• Perform other duties as pertain to this office.

The **Professional Development Director** shall:
• Maintain resource material related to ISACA’s certifications;
• Define an annual training calendar;
• Coordinate periodic training events (trainer, training topics, location, event management);
• Promote ISACA’s certifications within the Chapter membership, including exam preparation sessions;
• Ensure all certification training is conducted or overseen by ISACA-accredited trainers;
• Report to Chapter Board on Chapter member exam results;
• Coordinate the Chapter’s Cybersecurity Nexus program and interaction with ISACA International;
• Communicate recognition of Certifications and achievements in Chapter meetings and events;
• Act as liaison between Chapter member exam participants and the Association, as needed; and
• Perform other duties as pertain to this office.

The **Marketing Director** shall:
• Conduct general marketing and publicity of the Chapter, ISACA’s certifications, COBIT, CMMI, Cybersecurity Nexus (CSX), the Association, and any other new initiatives;
• Coordinate initiatives involving partnerships and alliances;
• Acquire any required marketing materials from the Association as authorized by the Chapter Board;
• Coordinate with potential sponsors and acquire sponsors for chapter meetings and other events as needed;
• Exercise general policy control and direction of any mail-out kits, publications, editorial, or advertising the chapter may issue, authorize or sponsor under the direction of the Chapter Board; and
• Perform other duties as pertain to this office.

The **Chapter Meetings Director** shall:
• Define an annual chapter meeting calendar;
• Coordinate chapter meetings (speakers, training topics, location, event management); and
• Perform other duties as pertain to this office.

The **Academic Relations Director** shall:
• Provide liaison with academic institutions;
• Establish opportunities to brief appropriate classes of academic institutions on ISACA, its certifications and IT governance;
• Coordinate scholarship initiatives approved by the Chapter Board;
• Establish and maintain a mentorship program to align academic and professional organizations;
• Liaise with ISACA International to coordinate with Association-driven academic programs;
• Liaise with appropriate professors, and where appropriate take steps to establish an “Academic Advocate” program in local academic institutions; and
• Perform other duties as pertain to this office.

The **Research Director** shall:
• Act as the Chapter’s primary contact with the ISACA International’s Research department;
• Publicize Chapter research activities and coordinate local research efforts; and
• Perform other duties as pertain to this office.

The **Volunteer Director** shall:
• Act as the primary contact for the Chapter’s volunteer resources;
• Coordinate volunteer events, including recruiting and engaging volunteers for local chapter and ISACA International events;
• Perform other duties as pertain to this office.

The **Diversity & Inclusion Director** shall:
• Act as the Chapter’s primary contact with the ISACA International’s One In Tech Department;
• Coordinate and execute Diversity & Inclusion Chapter events; and
• Perform other duties as pertain to this office.