

ISACA SA CHAPTER – 2026-2028 BOARD NOMINATION AND ELECTION – SERVICE PROVIDER'S SCOPE OF WORK

1. The service provider must administer the Nominations and Elections process in line with the Board Approved Nominations and Election process document.
2. The service provider will create a Microsoft/Google Form or similar based on the Nomination Form Approved by the Board to electronically collect nominations for the Officer and Director positions of the Board.
3. The service provider will provide an email address to which nominees can submit the required documentation for the verification of eligibility to be a candidate.
4. The service provider will assess the eligibility of nominees against the minimum criteria for the various positions on the Board as Approved by the Board.
5. The service provider will share the summary of the verification process with the Nominations Committee for review and slate finalisation for Board Approval.
6. The service provider will provide a suitable electronic platform whereby using a link members can access the voting page.
7. The service provider is to ensure that adequate controls are in place to ensure that only members in good standing may exercise their vote only once.
8. The service provider will collate the final results for the review by the Nominations Committee for recommendation to the Board for Approval.