



**Board of Director Responsibilities  
Of  
New England Chapter  
of the  
Information Systems Security  
Association, Inc.**

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**Table of Contents**

<b>INTRODUCTION</b> .....	3
<b>CHAPTER OFFICERS</b> .....	4
<u>President</u> .....	4
<u>Vice President</u> .....	5
<u>Secretary</u> .....	6
<u>Treasurer</u> .....	6
<u>Immediate Past President</u> .....	7
<u>Membership Director</u> .....	7
<u>Hospitality Director</u> .....	8
<u>Corporate Sponsorship Director</u> .....	9
<u>Marketing Director</u> .....	9
<u>Webmaster</u> .....	10
<u>Certification Director</u> .....	11
<u>Education and Seminars Director</u> .....	11
<u>Chapter Mentor Director</u> .....	12
<u>Vendor Relations Director</u> .....	13
<u>Newsletter Director</u> .....	13
<u>Associate to the Board</u> .....	14
<u>Past Presidents</u> .....	14

**Document Version: 3.0**  
**Date: 2007**

Approval	
Approved by	Date
V3.0 ISSA New England Board of Directors	August 21, 2007
V2.1 ISSA New England Board of Directors	January 18, 2005
V2.0 ISSA New England Board of Directors	September 26, 2002
ISSA New England Board of Directors	November 10, 1998

Review List	
Version/Date	Reviewed by:
V1.0 - 1998	Ed Norris, David Sawin, Bob Hansel, Robin Wheeler, Robert Johnston, Chip Seymour, David Cullinane, Rich Van Horn, Maureen Touhey, Dave McCabe, Greg Dunne, John Schramm, Joe Shelzi, Candy Alexander, Gerry Isaacson
V2.0 - 2002	Candy Alexander, Tom Austin, David Cullinane, David Dumas, Richard Gibson, David Hydorn, Gerry Isaacson, Robert Johnston, John Manning, Steve McIntosh, Jeff Medici, Ed Norris, Diane Pepero, David Sawin, Chip Seymour, Jeff Struble, Francis Wally, Robin Wheeler
V2.1 - 2004	David Dumas, Richard Gibson, Ed Norris, Robin Wheeler, Candy Alexander, David Hydorn, John Manning, Wally Francis, John Schramm, Shawn Sprague, David Balint, Bobbi Bookstaver, John Carlson, Craig Cato, Esther Czekalski, Donna Chase, Jerry Isaacson, Jim Murphy, Frank Mannix,
V3.0 - 2007	Donna Chase, Daya Puls, Ed Norris, Esther Czekalski, Frank Mannix, Robert Sarao, Sandra Devlin, Bobbi Bookstaver, Andrew Scheff, Walt Williams, Teresa Hummel, David Dumas, Candy Alexander, Robin Wheeler, Jim Weiler

## **INTRODUCTION**

The purpose of these Board of Directors responsibilities is twofold:

- (1) to better define the responsibilities of each volunteer position with the Chapter, and
- (2) to inform potential volunteers of these opportunities and to ensure that the level of expectation, relative to the responsibilities, is properly set.

The elected officers form the foundation of the Chapter. The strength of the elected officers directly affects the success or failure of the Chapter. Candidates for these offices should take seriously the charge of their elected position and be willing to accept this responsibility.

These responsibilities are not "cast in concrete," but rather represent our current understanding of each position. The description of each position is subject to modification and refinement; limited only by the energy and creativity of the volunteers.

The Chapter's Board of Directors (BOD) consists of the Chapter's officers, standing committees, Past Presidents and appointed associates. Board meetings are generally held before each Chapter meeting.

These meetings, which are open to the general membership, are the primary vehicles for the structuring and approving the Chapter's programs.

Current Chapter membership is a requirement for any of these Board positions.

### ***Voting Responsibility***

Voting responsibilities are defined in the Chapter Bylaws.

## CHAPTER OFFICERS

### President

The President shall be the executive officer of the Chapter and, subject to the control of the Board, shall be responsible for the general supervision, direction and control of the affairs of the Chapter. The President shall preside at all meetings of the members and meetings of the Board of Directors. The President appoints all committee directors and associates, subject to the approval of the elected officers.

### Monthly

- No action required

### Bi-Monthly

- Send out Chapter meeting notices on a weekly basis starting 4 weeks before a meeting
- Schedule Board Meetings to occur prior to Chapter meetings and/or at regular intervals as needed by the BOD
- Arrange Board meeting date, time and location or teleconference dial in number(schedule 2 weeks before Chapter Meeting)
- Arrange for food, snacks (as applicable) for Board meeting.
- Notify Board members of the Board meeting (2 weeks before Board Meeting)
- Send Board members an agenda for the Board meeting (1 week before Board meeting)
- Attend and chair Board meetings
- Prepare and send newsletter materials to newsletter editor on a timely basis (usually about 4 weeks before a schedule release of the newsletter)
- Deliver email distribution list to Newsletter Director as needed
- Attend and Chair Chapter meetings
  - Open meeting
  - Introduce speakers
  - Present plaques or other gifts to speakers and meeting host

### Annually

- Provide annual report, on behalf of Board of Directors, to the members of the Chapter.
- Coordinate with professional associations, such as ISACA, HTCIA and ASIS, on an annual joint meeting
- Ensure the Chapter's financial records are audited
- Calculate yearly CPE awards for Chapter Board of Director Members
- Support Officer Elections
  - Provide Immediate Past President with mailing labels for ballots
  - Notify ISSA Headquarters of changes in Board members
  - If a Post Office box is utilized, notify Post Office of changes in persons authorized to pickup mail, whenever necessary.
  - Survey Members regarding Chapter plans for coming year
    - Prepare survey form
    - Mail survey form
    - Tabulate results for next Board meeting

### As Required

- Enforcement of Chapter Bylaws

- Make any official presentations to the press or others, in coordination with other Chapter Board of Director members.
- Process ISSA Headquarters administrative correspondence
- Collect and distribute the Chapter mail.
- Send out general membership messages (required to satisfy a benefit of Chapter Sponsors)
- Respond to ISSA International correspondence
- Collect mail from Post Office box, if applicable
- Maintain Chapter files
- Notify Membership Chair of membership inquiries
- Recruit prospective members, and assist members regarding Chapter activities and business
- Participate in the ISSA Chapter Presidents Meetings

### **Vice President**

The Vice President shall, in the absence or disability of the President, perform all the duties of the President, and when so acting, shall have the powers of and be subject to the restrictions upon the President. The Vice President shall also act as parliamentarian for the Board meetings. The Vice President will also maintain a Chapter calendar. The Vice President is the primary candidate for the Chapter President role during the next election period.

### **Monthly**

- No action required

### **Bi-Monthly**

- Attend Board meeting and in the absence of the President, chair Board Meeting
- Arrange General Chapter Meeting locations and coordinate agendas
  - Arrange Speakers, solicit biography and presentation abstract from speakers
  - Coordinate with Sponsorship Director for Vendor speaker information
  - Determine meeting room facilities (LCD, whiteboard, overhead projector, room size, directions, etc)
  - Arrange for food, snacks (as applicable) for Chapter meeting.
  - Obtain/Coordinate Door Prizes, if appropriate
  - Ensure Webmaster has updated web site with meeting agenda, directions, etc
  - Confirm room meets size, snacks, AV requirements, etc
  - Confirm Board assignments for greeting speakers, staffing the welcome table, etc
  - Notify meeting location of final head-count on attendees (3 days before meeting)
- Solicit Chapter members for member sharing materials for Chapter meeting (3 weeks before Chapter meeting)

### **Annually**

- Determine and publish to Chapter Membership the dates for the following year's Chapter Meetings. (November)
- Validate the Treasurer's tax information report prior to submission to International ISSA Headquarters (March)

### **As Required**

- Assist the duties of the President

- Recruit prospective members, and assist members regarding Chapter activities and business
- Purchase and bring to the meeting plaques or other gifts for the speakers and hosting company

### **Secretary**

The Secretary shall take minutes of all Board meetings, including how called or authorized, notice given thereof, place and time of holding, and the names of those present, and shall keep a copy of such minutes and distribute to the Board. The Secretary shall keep a copy of the current Bylaws Standing Rules and Board of Directories Responsibilities documents, which will be available for the inspection by the members at all reasonable times. The Secretary shall keep an inventory record of all Chapter-owned equipment. The Secretary shall maintain and distribute an electronic distribution list of the Board members, including lists of Board Members work and home information.

#### Monthly

- No action required

#### Bi-Monthly

- Attend Board meeting
- Prepare minutes of Board Meeting
- Distribute minutes of Board Meeting to all Board of Director Members

#### Annually

- Prepare and mail election documents, during election years from Board members at large to National ISSA Headquarters

#### As Required

- Coordinate Chapter Bylaw, Standing Rules and Job Description document updates
- Maintain Chapter Board Members contact information / email distribution list
- Maintain inventory of Chapter owned equipment
- Maintain Chapter Calendar

### **Treasurer**

The Treasurer shall be the custodian of the Chapter funds and shall keep an itemized account of all receipts and expenditures. At no time shall Chapter funds be merged with personal funds. The Treasurer or a representative shall have a financial report available at all meetings. Expenditures shall only be made pursuant to resolutions of the Board Members and shall be supported by invoices, vouchers and/or receipts. The Treasurer, or in the absence of the Treasurer, the President, or Vice President must sign all checks.

The Treasurer shall supervise the collection of funds by any committee to ensure that sound accounting practices are followed. The Treasurer is responsible for balancing the monthly bank statement. The Treasurer shall notify the Board of all checks returned for non-sufficient funds and any fees associated with their collection. The Treasurer, with the help of the members of the Board shall prepare an annual pro-forma income statement. The Treasurer will prepare a final Profit & Loss statement, and balance sheet upon the completion of the current fiscal year.

#### Monthly

- No action required

Bi-Monthly

- Attend Board Meeting
- Present financial status report at Board meeting
- Pay deposit for meeting room (if required)
- Settle payment for meeting room following Chapter meeting (if required)

Annually

- Pay renewal for Post Office box, if utilized
- Prepare Tax information report for ISSA headquarters (March)
- Prepare state and federal tax returns
- Provide records and tax information report to Vice President for review (March)
- Submit tax information report to ISSA Headquarters (March)
- Complete change of authorized signature account at Bank as required
- Prepare the annual budget and prepare financial records for audit
- Arrange for financial records audit by independent qualified third-party

As Required

- Process ISSA Headquarters financial correspondence, deposit dues checks and meeting attendee fees
- Process and balance bank statements
- Notify appropriate Directors of any payments received

**Immediate Past President**

The role of the Immediate Past President is that of an advisor to the Board. If the Immediate Past President is unable to serve, the previous Immediate Past President will be asked to assume the position. All other Past Presidents are invited to serve as Board advisors as well.

Monthly

- No action required

Bi-Monthly

- Attend Board Meeting
- Perform duties as the moderator for Board meetings

Annually

- Organize and Chair Chapter Election Committees
- Announce Nominees at Chapter Meeting
- Send election ballots to all Chapter Members
- Tabulate and announce election results at Chapter meeting

As Required

- Serve as a "reference source" for past decisions of the Board
- In the absence or disability of the Vice President, perform all the duties of the Vice President

**Membership Director**

The membership Director is responsible to maintain and retain current members, and assist potential new members.

Monthly

- Reconcile/Process membership updates and reports received from International.
- Maintain Chapter membership listing and spreadsheets
- Maintain Chapter member email distribution lists
- Maintain Chapter member CISSP number list
- Notify President of any distribution lists changes
- Provide Chapter Membership listing to President, Vice President, Hospitality Chair, Education Chair and Immediate Past President
- Contact former members whose membership has lapsed or expired to recruit them to rejoin
- Provide membership metrics to Board during monthly Board meetings
- Identify – Inactive, Disabled and 90-Day trial memberships
- Develop communication plans to increase and retain membership

Bi-Monthly

- Attend Board meeting

Annually

- No action required

As Required

- Send recruitment letter and application to inquiring individuals
- Contact letter recipients to follow up on membership interest
- Provide Chapter membership list, as approved, to other Board members.
- Resolve issues related to Chapter Membership (contact information, expired memberships, etc)
- Act as moderator/administrator for the ISSA-NE careers Yahoo Group, issa-ne-careers
- Act as moderator/administrator for the ISSA-NE discussion forum Yahoo Group, issa-ne-forum

**Hospitality Director**

The Hospitality Director is responsible for hospitality of current and potential members.

Monthly

- No action required

Bi-Monthly

- Attend Board Meeting
- Record reservations for upcoming meeting
- Register meeting attendees and collect attendee fee
- Provide meeting attendee lists as requested
- Provide Treasurer with meeting fees collected
- Distribute Chapter Membership Information at meeting
- Distribute Chapter Membership Gifts at meeting (lapel pins)
- Ensure Name tags for individuals are available at meeting
- Provide membership applications/brochures at chapter meetings
- Prepare and forward list of CISSP's who attend meetings, with CISSP number, to the Certification Director.

Annually

- No action required

As Required

- Recruit Members-At-Large (MAL's) in the Chapter region

**Corporate Sponsorship Director**

The Corporate Sponsorship Director shall be the focal point between the Chapter and the Corporate Sponsors of the New England Chapter. The Director will work with the Corporate Sponsors to present in the “Vendor Presentation” at each meeting as appropriate, on a rotating basis.

The Director will maintain a balance in the marketing messages being delivered to the Chapter during the Vendor Presentation. A vendor presentation should be in the following format: 1/3 What the problem is, 1/3 What the solution is, and 1/3 Why the vendor is the best in providing the solution. This will insure that the Chapter is learning valuable lessons for at least 2/3 of the presentation.

The Director will also act as the interface for the Chapter and Sponsors for any issues, questions that may arise

Monthly

- No action required

Bi-Monthly

- Attend Board meeting

Annually

- Perform Corporate Sponsorship Invoicing for the upcoming year.

As Required

- Coordinate process for new sponsors
- Ensure Sponsorship information is current and shared with President and Membership Director.
- Maintain the Chapter Sponsorship email distribution list
- Notify Chapter Sponsors of all general meetings.
- Provide Vendor/Sponsor to V.P. for each general meeting
- Ensure Sponsor information is correct on Web Site.
- Coordinate Chapter Sponsors’ benefits
- Solicit and coordinate vendor speakers and displays
- Recruit prospective sponsors, and assist sponsors regarding Chapter activities and business

**Marketing Director**

The marketing director is responsible for creating and heightening awareness of the ISSA-NE chapter in the New England area through media and supporting materials.

Marketing activities should serve to create and reinforce a positive impression of ISSA-NE among current and prospective members. The overall message is that ISSA-NE offers information

security professionals a membership organization that has value. The value proposition for members is networking, education and growth, and promotion of best practices.

Marketing activities include, but are not limited to, meeting notification through media such as newspaper calendar sections, email newsletters, exhibits at conferences, and speaking opportunities to the business community.

Monthly

- Prepare press releases for upcoming meetings and submit to media four to six weeks prior to scheduled meetings.

Bi-Monthly

- Attend Board meeting

Annually

- No action required

As Required

- Maintain list of media contacts.
- Prepare follow-up articles about meeting topics and speakers and submit to media as appropriate.
- Invite media to membership meetings for promoting awareness of ISSA NE (through articles, radio and television news).
- Encourage media use of ISSA NE membership as a professional resource on Information Security topics.
- Encourage business community to invite select ISSA NE members for public speaking opportunities.
- Create and maintain a presentation about ISSA NE for use by members to the public.
- Create ISSA NE branded supporting materials and handouts for membership, media, and conference exhibits. This includes, but is not limited to, items such as folders, letterhead, handouts, mouse pads, pens and similar articles.

**Webmaster**

The Webmaster is responsible for the ongoing design, support and maintenance of the Chapter's website; including gathering and publishing up-to-date facts, schedules, and announcements of all Chapter activities. This requires frequent coordination with other Board members.

Monthly

- Proactively ensure web site is working properly and available

Bi-Monthly

- Attend Board meeting
- Update web site with Chapter meeting agendas, directions,

Annually

- Renew any contract agreements with webserver hosting company
- Renew the issa-ne.org domain name

As Required

- Determine new ways to use the Internet for communication among Board members and ISSA members
- Determine new ways to derive financial benefits from Chapter web site

- Ensure the web site is listed in all major search engines and has links to and from other relevant associations and organizations
- Troubleshoot any accessibility issues with web site
- Redesign / refactor web site to bring in a fresh look and remove obsolete sections
- Provide new web services for registered members i.e. forums, file-storage, calendar, etc.
- Act as moderator/administrator for the ISSA-NE Board of Directors Yahoo Group, INEBOD
- Maintain “alias” email addresses for each Board of Director position (i.e., [webmaster@issa-ne.org](mailto:webmaster@issa-ne.org), [training@issa-ne.org](mailto:training@issa-ne.org), etc.).

### **Certification Director**

The Certification chairperson shall assist Chapter members in the area of professional certification. The main emphasis will be placed on the CISSP (Certified Information System Security Professional) certification. Other certifications that may apply include the CISA (Certified Information Systems Auditor), CPP (Certified Protection Professional), and CFE (Certified Fraud Examiner). It is the duty of this Director to bring together the necessary information on the certification processes into one common place. The Director will provide that information to the Chapter membership in a timely fashion. If a member has a question about any aspect of certification, this Director is the Chapter focal point.

#### **Monthly**

- No action required

#### **Bi-Monthly**

- Attend Board meeting
- Collect information on all certified individuals attending each meeting and submit their CPE's for accreditation to the appropriate authority
- Ensure hardcopy CPE receipts are available at Chapter Events.
- Ensure materials on different certification programs are available at the Chapter meetings
- Ensure certification training and testing schedules are published in newsletter and on website

#### **Annually**

- Prepare a summary report of certified members in terms of what certifications and number of members certified
- Ensure yearly CPE awards and receipts are processed for Chapter Board Members

#### **As Required**

- Make available certification training and testing information
- Coordinate discount certification testing/training contracts
- Recruit prospective members, and assist members regarding Chapter activities and business

### **Education and Seminars Director**

The Education and Seminars Director shall coordinate activities pertaining to the Education meetings – held in the alternate months to chapter meetings - and any extended security seminars being hosted by the Chapter. The Director should be familiar with the results of the membership

survey and attempt to obtain speakers that fulfill the education needs of the Chapter members. The Director will establish and solicit members for an extended seminar committee if necessary, and the Director will chair this committee. The Director also has the responsibility to insure that the Education meetings run smoothly from a logistics view point.

Monthly

- No action required

Bi-Monthly

- Attend Board meeting
- Arrange speakers for Education Meetings
- Solicit biography and presentation abstract from speaker
- Determine meeting room facilities (LCD, whiteboard, overhead projector, room size, directions, etc)
- Arrange for food, snacks (as applicable) for Educational Meetings
- Coordinate Door Prizes, if appropriate
- Ensure Webmaster has updated web site with meeting agenda, directions, etc
- Ensure newsletter/website has Educational Meeting information
- Confirm room meets size, snacks, AV requirements. etc
- Confirm Board assignments for greeting speakers, staffing the welcome table, etc
- Notify meeting location of final head-count on attendees (3 days before meeting)

Annually

- No action required

As Required

- Recruit prospective members, and assist members regarding Chapter activities and business

**Chapter Mentor Director**

The Chapter Mentor Director shall be the focal point between the Chapter and, as approved by the Chapter, fledgling ISSA chapters or groups.

Monthly

No action required

Bi-Monthly

- Attend Board meeting

Annually

- No action required

As Required

- Work with the new chapter to
  - Research and document the local InfoSec environment
  - Document the condition of the organization and its short term and long term (if possible) requirements
  - Prepare a plan of action
- Work with the ISSA-NE chapter to
  - Provide information on the environment, and organization profile of the new chapter

- Communicate long term and short term needs of the new chapter
- Identify and secure resources that may assist the new chapter
- Communicate with ISSA International on behalf of the ISSA-NE chapter regarding needs, issues and success points of the program
- Work with ISSA International
  - To help develop the structure for the chapter mentor program by providing examples of the materials, interviews and processes used
  - Help develop parameters for indicating and measuring success (what environment, what profile, how long should it take (when is mentoring over), etc.
- Tutor groups in preparing necessary paperwork to establish a new chapter, however, the group must produce the documentation based on their knowledge.
- Assist in providing contacts with vendors local to the group for the purpose of sponsorship.
- Provide experience with techniques in effective meeting management, membership recruitment, and public relations that will produce a professional presentation to the local IS community.
- Advise the appropriate Regional Director, the Vice President of International Development, and the Vice President for Chapter Affairs of problems that need to be addressed for the group to grow.
- Assist with the translation of English based documents to the language of the region. Copies of ISSA standards documents that have been translated should be sent to the Vice President of International Development for their use elsewhere.

### **Vendor Relations Director**

The Vendor Relations Director shall be the focal point between the Chapter and the various security vendors in the New England area.

#### Monthly

- No action required

#### Bi-Monthly

- Attend Board meeting

#### Annually

- No action required

#### As Required

- Coordinate all advertising in accordance with current advertising policies
- 
- Solicit and coordinate vendor speakers and displays
- Recruit prospective vendors, and assist vendors regarding Chapter activities and business

### **Newsletter Director**

The Newsletter Director is responsible for the quarterly publication of the Chapter newsletter, and the bi-monthly Chapter Meeting Info Sheets. The Director will establish and solicit members for a newsletter staff if necessary, and the Director will coordinate the job functions of the newsletter staff.

Monthly

- No action required

Bi-Monthly

- Attend Board meeting
- Collect and compile articles, information, classified advertisements and other newsletter copy and edit as necessary
- Prepare final copy - including design of mastheads, headlines, cartoons, etc, and submit for photocopying. Copy must be in good taste and sensitive to the differences in culture's including race, color, sex, religion, age, national origin, veteran status, sexual orientation or handicap
- Material must not violate existing copyrights
- 
- Prepare Chapter Meeting Info Sheets

Annually

- Establishing and communicating to the Board and Chapter members a bimonthly schedule for article submission, article topics and newsletter publication

As Required

- Suggestion of ideas for articles to the Board members and membership at large, but is not necessarily responsible for writing all copy
- Recruit prospective members, and assist members regarding Chapter activities and business

**Associate to the Board**

Associates are to be at the disposal of the Chapter President and should expect to perform miscellaneous tasks, covering duties that are not otherwise assigned and assisting as needed. Associates are the primary candidates to fill open Chapter Board of Director positions.

Monthly

- No action required

Bi-Monthly

- Attend Board meeting
- Responsible for hospitality at the general meetings such as, greetings at the door, registering meeting attendees, handing out name tags and door prize tickets, and performing "point tasks" as assigned.

Annually

- No action required

As Required

- Recruit prospective members, and assist members regarding Chapter activities and business
- Assist the Chapter President with his or her assigned duties and responsibilities

**Past Presidents**

Past Presidents may be requested by the Chapter President to perform miscellaneous tasks, covering duties that are not otherwise assigned and assisting as needed. Past Presidents serve in a strictly voluntary capacity to advise and assist the Chapter.

Monthly

- No action required

Bi-Monthly

- Attend Board meeting, if desired

Annually

- No action required

As Required

- Recruit prospective members, and assist members regarding Chapter activities and business
- Assist the Chapter President with his or her assigned duties and responsibilities, as requested
- A Past President shall, in the absence or disability of the Immediate Past President, be appointed to this role and will perform all the duties of the Immediate Past President, and when so acting, shall have the powers of and be subject to the restrictions upon the Immediate Past President