Board of Directors Responsibilities of the Information Systems Security Association, Inc. New England Chapter


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## Review List

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<td>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</td>
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<td>Bobbi Bookstaver, Tasneem Nipplewala, D.Kate Borten, Robin Wheeler, Steve Moscarelli, Shukong Ou, Aida Mezrahi, Larry Droulet, Nancy Peaslee, Ed Norris, David Dumas, Bill Mish, Nigel Smithson, Kelly Hertel, Andrew Scheff, David Humphry</td>
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INTRODUCTION

The purpose of these Board of Directors responsibilities is twofold:
(1) to 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, Chapter Directors, Past
Presidents and appointed associates. Board meetings are generally held before each Chapter
meeting, and on an as-needed basis. Typically an in-person Board meeting is scheduled just prior
to every Chapter Meeting at the venue where the Chapter Meeting is being held. These meetings,
which are open to the general membership, are the primary vehicles for the structuring and
approving the Chapter's programs.

The Chapter Board of Directors must be members in good standing at all times.

Candidates for offices should review the following Chapter documentation that is available on the
Chapter website, to become familiar with the roles and responsibilities of each Board Member:

- Board of Director Responsibilities
- Chapter Bylaws Important: Refer to Article IV (Organization & Structure of the Chapter),
  Section 14 (Meetings of the Board of Directors) for information related to Board Meetings
  and expectations for Board member attendance.
- Standing Rules

Voting Responsibility

Voting entitlements are defined in the Chapter Bylaws.
CHAPTER OFFICERS

President (Elected by Board of Directors)
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
- Ensure Chapter meeting notices are sent to Membership 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
- Arrange for food, snacks (as applicable) for Board meeting.
- Notify Board members of the Board meeting (ensuring sufficient notice
- Send Board members an agenda for the Board meeting (1 week before Board meeting)
- Attend and chair Board meetings
- 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
- 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.
  - Collect mail from Post Office box, if applicable
  - 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
- Act as moderator/administrator for the ISSA-NE Board of Directors Yahoo Group, INEBOD
- Make any official presentations to the press or others, in coordination with other Chapter Board of Director members.
• Process ISSA Headquarters administrative correspondence
• Ensure general membership messages are sent out (required to satisfy a benefit of Chapter Sponsors)
• Respond to ISSA International correspondence
• 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 Leader Meetings

**Vice President (Elected)**

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 event 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 speaker information
• Determine meeting room facilities (AV requirements, room size, directions, etc)
• Arrange for food, snacks (as applicable) for Chapter meeting.
• Ensure Webmaster has updated web site with meeting agenda, directions, etc
• Confirm room meets size, snacks, AV requirements, etc
• Ensure meeting location is notified of final head-count on attendees (3 days before meeting)

**Annually**

• Tentatively determine Chapter Meeting schedule and venues.

**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 gifts for the speakers and hosting company, as required.
• Act as moderator/administrator for the ISSA-NE Board of Directors Yahoo Group, INEBOD
Secretary (Elected)

The Secretary, aka Recording 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 Recording Secretary shall keep a copy of the current Bylaws Standing Rules and Board of Directors Responsibilities documents, which will be available for the inspection by the members at all reasonable times. The Recording Secretary shall maintain and distribute an electronic distribution list of the Board members, including Board Members contact 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 ISSA Headquarters

As Required
- Coordinate Chapter Bylaw, Standing Rules and Job Description document updates
- Maintain Chapter Board Members contact information / email distribution list
- Act as moderator/administrator for the ISSA-NE Board of Directors Yahoo Group, INEBOD

Secretary (Corresponding) (Appointed)

The Corresponding Secretary shall assist the Board of Directors as requested with creation and distribution of Chapter-related member correspondence.

Monthly
- No action required.

Bi-Monthly
- Attend Board meeting.
- Perform the duties of the Recording Secretary, if absent.

Annually
- Assist in the creation and distribution of the annual Board Election Communication.

As Required
- Assist Board Members with the creation of Member Communications.
- Coordinate with Webmaster to ensure Member Communications are posted on the website.
- Ensure Chapter Member contact list is maintained per ISSA Headquarters membership records.
- Distribute Member Communications (via email, USPS, etc.) to Chapter Members and other interested parties, as appropriate.
- Assist in the creation and distribution of the bi-annual Board Officer Election Communication.
• Recruit prospective members, and assist members regarding Chapter activities and business

**Treasurer (Elected)**

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 any payments for meetings (if required)

**Annually**

• Pay renewal for Post Office box, if utilized
• Ensure Tax information report is prepared for ISSA headquarters (April)
• Ensure state and federal tax returns are prepared, if necessary
• Provide records and tax information report to Vice President for review (May)
• Submit tax information report to ISSA Headquarters (May)
• 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 checks and meeting attendee fees
• Process and balance bank statements
• Notify appropriate Directors of any payments received
• Act as moderator/administrator for the ISSA-NE Board of Directors Yahoo Group, INEBOD

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

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, if necessary
• 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
• Recruit prospective members, and assist members regarding Chapter activities and business

Membership Director (Appointed)
The Membership Director is responsible to maintain and retain current members, and assist potential new members. The Director of Membership and the Hospitality Director will work closely to ensure consistency in the approach to the members. This role can be combined and be performed by the same person.

Monthly
• Reconcile/Process membership updates and reports received from International.
• Maintain Chapter membership listing and spreadsheets
• Notify President and Corresponding Secretary of any distribution lists changes
• Contact former members whose membership has lapsed or expired to recruit them to rejoin
• Provide membership metrics to Board during monthly Board meetings

Bi-Monthly
• Attend Board meeting and provide Membership Reports

Annually
• Develop yearly membership strategies, goals and activity plans to grow and retain membership and increase the value of the ISSA to the security profession

As Required
• Send recruitment letter and application to inquiring individuals
• Contact letter recipients to follow up on membership interest
• Work with international to resolve issues related to Chapter Membership (contact information, expired memberships, etc)
• Recruit Members-At-Large (MAL’s) in the Chapter region
• Recruit prospective members, and assist members regarding Chapter activities and business
**Hospitality Director (Appointed)**

The Hospitality Director is responsible for hospitality of meeting attendees. The Director of Membership and the Hospitality Director will work closely to ensure consistency in the approach to the members. This role can be combined and be performed by the same person.

**Monthly**
- No action required

**Bi-Monthly**
- Attend Board Meeting
- Record reservations for upcoming meeting
- Manage meeting registration, oversee sign-in, and collect non-member attendee fee
- Maintain list of meeting attendees
- Provide Treasurer with meeting fees collected
- Distribute Chapter Membership information at meeting
- Ensure Name tags for individuals are available at meeting

**Annually**
- No action required

**As Required**
- Recruit Members-At-Large (MAL's) in the Chapter region
- Recruit prospective members, and assist members regarding Chapter activities and business

**Sponsorship Director (Appointed)**

The 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 Sponsors to address their questions, schedule their presentations and manage their sponsorship status (invoicing, renewals, and Chapter Meeting invites). Additionally, the Director will be the primary individual responsible for the development, format and scheduling for the Annual Sponsor Expo Day each July.

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**
- Maintain list of active sponsors; provide to President on monthly basis

**Bi-Monthly**
- Attend Board meeting

**Annually**
- No action required

**Ongoing**
- Maintain sponsor email distribution list
• Maintain sponsor information (contacts, billing address, blurb)
• Maintain sponsor invoice status
• Schedule and oversee Platinum Sponsor presentations
• Ensure Sponsor information is correct on Web Site

As Required
• Invoice, as needed, any interested potential or renewing sponsor
• Perform Sponsorship Renewal Reminders and Invoicing (October, November, December reminders) for the upcoming year.
• Coordinate the sponsor benefits, including website and constant contact logos, with the Corresponding Secretary and the Webmaster.
• Forward meeting announcement to all sponsors
• Recruit prospective sponsors, and assist sponsors regarding Chapter activities and business
• Develop the Annual Sponsor Expo Day each July. Coordinate the format, content and sponsor participation. Solicit and coordinate vendor speakers and displays

Marketing Director (Appointed)
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.
• Ensure a presentation about ISSA NE is available for use by members to the public.
• Ensure ISSA NE branded supporting materials and handouts is available 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 (Appointed)**

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.
- Maintain “alias” email addresses for each Board of Director position (i.e., webmaster@issa-ne.org, training@issa-ne.org, etc.).

**Certification Director (Appointed)**

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
- Ensure hardcopy CPE receipts are available at Chapter Events.
Board of Directors Responsibilities of New England Chapter of the Information Systems Security Association, Inc.

- 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

**Employment Director (Appointed)**

The Employment Director shall provide assistance to Chapter Members who are facing an employment change by sharing employment and networking opportunities. This position is a BOD position and works closely with the President, Vice President and Educational Director.

Monthly
- No action required

Bi-Monthly
- Attend Board meeting

Annually
- No action required

As Required
- Share opportunities to members interested in learning of such opportunities
- Assist recruiters in posting jobs and connecting with Chapter Members.
- Provide networking opportunities at ISSA-NE events; with our Sponsors
- Provide employment related round table event
- Act as moderator/administrator for the ISSA-NE careers Yahoo Group, issa-ne-careers.
- Recruit prospective members, and assist members regarding Chapter activities and business

**Education and Seminars Director (Appointed)**

The Education and Seminars Director shall coordinate activities pertaining to the Education meetings – held in 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 (AV requirements, 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 (Appointed)**
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
  o Research and document the local InfoSec environment
  o Document the condition of the organization and its short term and long term (if possible) requirements
  o Prepare a plan of action
• Work with the ISSA-NE chapter to
  o Provide information on the environment, and organization profile of the new chapter
  o Communicate long term and short term needs of the new chapter
  o Identify and secure resources that may assist the new chapter
  o Communicate with ISSA International on behalf of the ISSA-NE chapter regarding needs, issues and success points of the program
• Work with ISSA International
  o To help develop the structure for the chapter mentor program by providing examples of the materials, interviews and processes used
  o 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 there use elsewhere.

**Newsletter Director (Appointed)**

The Newsletter Director is responsible for the quarterly publication of the Chapter newsletter. 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
newspaper 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

**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 (Appointed)**

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
Board of Directors Responsibilities of New England Chapter of the Information Systems Security Association, Inc.

543 **Bi-Monthly**
544 • Attend Board meeting
545 • Responsible for hospitality at the general meetings such as, greetings at the door, registering meeting attendees, handing out name tags and door prize tickets, as required, and performing “point tasks” as assigned.

548 **Annually**
549 • No action required

550 **As Required**
551 • Recruit prospective members, and assist members regarding Chapter activities and business
552 • Assist the Chapter President with his or her assigned duties and responsibilities

554 **Past Presidents**
555 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.

558 **Monthly**
559 • No action required

561 **Bi-Monthly**
562 • Attend Board meeting, if desired

563 **Annually**
564 • No action required

566 **As Required**
567 • Recruit prospective members, and assist members regarding Chapter activities and business
568 • Assist the Chapter President with his or her assigned duties and responsibilities, as requested
570 • 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.