



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

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Document Version: 4.0
Date: 2017

Approval	
Approved by	Date
V4.0 ISSA New England Board of Directors	June 6, 2017
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
V4.0 - 2017	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

21 **INTRODUCTION**

22
23 The purpose of these Board of Directors responsibilities is twofold:
24 (1) to define the responsibilities of each volunteer position with the Chapter, and
25 (2) to inform potential volunteers of these opportunities and to ensure that the level of
26 expectation, relative to the responsibilities, is properly set.

27
28 The elected officers form the foundation of the Chapter. The strength of the elected officers
29 directly affects the success or failure of the Chapter. Candidates for these offices should take
30 seriously the charge of their elected position and be willing to accept this responsibility.

31
32 These responsibilities are not "cast in concrete," but rather represent our current understanding of
33 each position. The description of each position is subject to modification and refinement; limited
34 only by the energy and creativity of the volunteers.

35
36 The Chapter's Board of Directors (BOD) consists of the Chapter's Officers, Chapter Directors, Past
37 Presidents and appointed associates. Board meetings are generally held before each Chapter
38 meeting, and on an as-needed basis. Typically an in-person Board meeting is scheduled just prior
39 to every Chapter Meeting at the venue where the Chapter Meeting is being held. These meetings,
40 which are open to the general membership, are the primary vehicles for the structuring and
41 approving the Chapter's programs.

42
43 The Chapter Board of Directors must be members in good standing at all times.

44
45 Candidates for offices should review the following Chapter documentation that is available on the
46 Chapter website, to become familiar with the roles and responsibilities of each Board Member:

- 47
48 • Board of Director Responsibilities
49
50 • Chapter Bylaws Important: Refer to Article IV (Organization & Structure of the Chapter),
51 Section 14 (Meetings of the Board of Directors) for information related to Board Meetings
52 and expectations for Board member attendance.
53
54 • Standing Rules

55
56 ***Voting Responsibility***

57
58 Voting entitlements are defined in the Chapter Bylaws.

59

60 **CHAPTER OFFICERS**

61 ***President (Elected by Board of Directors)***

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

67

68 **Monthly**

- 69 • No action required

70 **Bi-Monthly**

- 71 • Ensure Chapter meeting notices are sent to Membership before a meeting
72 • Schedule Board Meetings to occur prior to Chapter meetings and/or at regular intervals
73 as needed by the BOD
74 • Arrange Board meeting date, time and location or teleconference dial in number
75 • Arrange for food, snacks (as applicable) for Board meeting.
76 • Notify Board members of the Board meeting (ensuring sufficient notice
77 • Send Board members an agenda for the Board meeting (1 week before Board meeting)
78 • Attend and chair Board meetings
79 • Attend and Chair Chapter meetings
80 • Open meeting
81 • Introduce speakers
82 • Present plaques or other gifts to speakers and meeting host

83 **Annually**

- 84 • Provide annual report, on behalf of Board of Directors, to the members of the Chapter.
85 • Coordinate with professional associations, such as ISACA, HTCIA and ASIS
86 • Ensure the Chapter's financial records are audited
87 • Calculate yearly CPE awards for Chapter Board of Director Members
88 • Support Officer Elections
89 • Provide Immediate Past President with mailing labels for ballots
90 • Notify ISSA Headquarters of changes in Board members
91 • If a Post Office box is utilized, notify Post Office of changes in persons authorized
92 to pickup mail, whenever necessary.
93 • Collect mail from Post Office box, if applicable
94 • Survey Members regarding Chapter plans for coming year
95 • Prepare survey form
96 • Mail survey form
97 • Tabulate results for next Board meeting

98 **As Required**

- 99 • Enforcement of Chapter Bylaws
100 • Act as moderator/administrator for the ISSA-NE Board of Directors Yahoo Group,
101 INEBOD
102 • Make any official presentations to the press or others, in coordination with other
103 Chapter Board of Director members.

- 104 • Process ISSA Headquarters administrative correspondence
- 105 • Ensure general membership messages are sent out(required to satisfy a benefit of
- 106 Chapter Sponsors)
- 107 • Respond to ISSA International correspondence
- 108 •
- 109 • Maintain Chapter files
- 110 • Notify Membership Chair of membership inquiries
- 111 • Recruit prospective members, and assist members regarding Chapter activities and
- 112 business
- 113 • Participate in the ISSA Chapter Leader Meetings

114 **Vice President (Elected)**

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

120

121 **Monthly**

- 122 • No action required

123 **Bi-Monthly**

- 124 • Attend Board meeting and in the absence of the President, chair Board Meeting
- 125 • Arrange General Chapter Meeting locations and coordinate agendas
 - 126 • Arrange Speakers, solicit biography and presentation abstract from speakers
 - 127 • Coordinate with Sponsorship Director for speaker information
 - 128 • Determine meeting room facilities (AV requirements, room size, directions, etc)
 - 129 • Arrange for food, snacks (as applicable) for Chapter meeting.
 - 130 • Ensure Webmaster has updated web site with meeting agenda, directions, etc
 - 131 • Confirm room meets size, snacks, AV requirements, etc
 - 132 • Ensure meeting location is notified of final head-count on attendees (3 days before
 - 133 meeting)

134

135 **Annually**

- 136 • Tentatively determine Chapter Meeting schedule and venues.

137 **As Required**

- 138 • Assist the duties of the President
- 139 • Recruit prospective members, and assist members regarding Chapter activities and
- 140 business
- 141 • Purchase and bring to the meeting gifts for the speakers and hosting company, as
- 142 required.
- 143 • Act as moderator/administrator for the ISSA-NE Board of Directors Yahoo Group,
- 144 INEBOD

145 **Secretary (Elected)**

146 The Secretary, aka Recording Secretary, shall take minutes of all Board meetings, including how
147 called or authorized, notice given thereof, place and time of holding, and the names of those
148 present, and shall keep a copy of such minutes and distribute to the Board. The Recording
149 Secretary shall keep a copy of the current Bylaws Standing Rules and Board of Directories
150 Responsibilities documents, which will be available for the inspection by the members at all
151 reasonable times. The Recording Secretary shall maintain and distribute an electronic distribution
152 list of the Board members, including Board Members contact information.

153

154 **Monthly**

- 155 • No action required

156 **Bi-Monthly**

- 157 • Attend Board meeting
- 158 • Prepare minutes of Board Meeting
- 159 • Distribute minutes of Board Meeting to all Board of Director Members

160 **Annually**

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

163 **As Required**

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

168 **Secretary (Corresponding) (Appointed)**

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

171

172 **Monthly**

- 173 • No action required.

174 **Bi-Monthly**

- 175 • Attend Board meeting.
- 176 • Perform the duties of the Recording Secretary, if absent.

177 **Annually**

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

179 **As Required**

- 180 • Assist Board Members with the creation of Member Communications.
- 181 • Coordinate with Webmaster to ensure Member Communications are posted on the
182 website.
- 183 • Ensure Chapter Member contact list is maintained per ISSA Headquarters membership
184 records.
- 185 • Distribute Member Communications (via email, USPS, etc.) to Chapter Members and
186 other interested parties, as appropriate.
- 187 • Assist in the creation and distribution of the bi-annual Board Officer Election
188 Communication.

- 189 • Recruit prospective members, and assist members regarding Chapter activities and
190 business

191 **Treasurer (Elected)**

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

198
199 The Treasurer shall supervise the collection of funds by any committee to ensure that sound
200 accounting practices are followed. The Treasurer is responsible for balancing the monthly bank
201 statement. The Treasurer shall notify the Board of all checks returned for non-sufficient funds and
202 any fees associated with their collection. The Treasurer, with the help of the members of the
203 Board shall prepare an annual pro-forma income statement. The Treasurer will prepare a final
204 Profit & Loss statement, and balance sheet upon the completion of the current fiscal year.

205
206 Monthly

- 207 • No action required

208 Bi-Monthly

- 209 • Attend Board Meeting
210 • Present financial status report at Board meeting
211 • Pay deposit for meeting room (if required)
212 • Settle any payments for meetings (if required)

213 Annually

- 214 • Pay renewal for Post Office box, if utilized
215 • Ensure Tax information report is prepared for ISSA headquarters (April)
216 • Ensure state and federal tax returns are prepared, if necessary
217 • Provide records and tax information report to Vice President for review (May)
218 • Submit tax information report to ISSA Headquarters (May)
219 • Complete change of authorized signature account at Bank as required
220 • Prepare the annual budget and prepare financial records for audit
221 • Arrange for financial records audit by independent qualified third-party

222 As Required

- 223 • Process ISSA Headquarters financial correspondence, deposit checks and meeting
224 attendee fees
225 • Process and balance bank statements
226 • Notify appropriate Directors of any payments received
227 • Act as moderator/administrator for the ISSA-NE Board of Directors Yahoo Group,
228 INEBOD

229 **Immediate Past President**

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

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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

276 **Hospitality Director (Appointed)**

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

280

281 **Monthly**

- 282 • No action required

283 **Bi-Monthly**

- 284 • Attend Board Meeting
- 285 • Record reservations for upcoming meeting
- 286 • Manage meeting registration, oversee sign-in, and collect non-member attendee fee
- 287 • Maintain list of meeting attendees
- 288 • Provide Treasurer with meeting fees collected
- 289 • Distribute Chapter Membership information at meeting
- 290 • Ensure Name tags for individuals are available at meeting

291 **Annually**

- 292 • No action required

293 **As Required**

- 294 • Recruit Members-At-Large (MAL's) in the Chapter region
- 295 • Recruit prospective members, and assist members regarding Chapter activities and
296 business

297 **Sponsorship Director (Appointed)**

298 The Sponsorship Director shall be the focal point between the Chapter and the Corporate Sponsors
299 of the New England Chapter. The Director will work with the Sponsors to address their questions,
300 schedule their presentations and manage their sponsorship status (invoicing, renewals, and Chapter
301 Meeting invites). Additionally, the Director will be the primary individual responsible for the
302 development, format and scheduling for the Annual Sponsor Expo Day each July.

303

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

309

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

312

313 **Monthly**

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

315 **Bi-Monthly**

- 316 • Attend Board meeting

317 **Annually**

- 318 • No action required

319 **Ongoing**

- 320 • Maintain sponsor email distribution list

- 321 • Maintain sponsor information (contacts, billing address, blurb)
- 322 • Maintain sponsor invoice status
- 323 • Schedule and oversee Platinum Sponsor presentations
- 324 • Ensure Sponsor information is correct on Web Site

325 As Required

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

336 **Marketing Director (Appointed)**

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

339
340 Marketing activities should serve to create and reinforce a positive impression of ISSA-NE among
341 current and prospective members. The overall message is that ISSA-NE offers information
342 security professionals a membership organization that has value. The value proposition for
343 members is networking, education and growth, and promotion of best practices.

344
345 Marketing activities include, but are not limited to, meeting notification through media such as
346 newspaper calendar sections, email newsletters, exhibits at conferences, and speaking
347 opportunities to the business community.

348
349 Monthly

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

352 Bi-Monthly

- 353 • Attend Board meeting

354 Annually

- 355 • No action required

356 As Required

- 357 • Maintain list of media contacts.
- 358 • Prepare follow-up articles about meeting topics and speakers and submit to media as
359 appropriate.
- 360 • Invite media to membership meetings for promoting awareness of ISSA NE (through
361 articles, radio and television news).
- 362 • Encourage media use of ISSA NE membership as a professional resource on
363 Information Security topics.
- 364 • Encourage business community to invite select ISSA NE members for public speaking
365 opportunities.

- 366 • Ensure a presentation about ISSA NE is available for use by members to the public.
- 367 • Ensure ISSA NE branded supporting materials and handouts is available for
- 368 membership, media, and conference exhibits. This includes, but is not limited to, items
- 369 such as folders, letterhead, handouts, mouse pads, pens and similar articles.

370 **Webmaster (Appointed)**

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

374

375 Monthly

- 376 • Proactively ensure web site is working properly and available

377 Bi-Monthly

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

380 Annually

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

383 As Required

- 384 • Determine new ways to use the Internet for communication among Board members and
- 385 ISSA members
- 386 • Determine new ways to derive financial benefits from Chapter web site
- 387 • Ensure the web site is listed in all major search engines and has links to and from other
- 388 relevant associations and organizations
- 389 • Troubleshoot any accessibility issues with web site
- 390 • Redesign / refactor web site to bring in a fresh look and remove obsolete sections
- 391 • Provide new web services for registered members i.e. forums, file-storage, calendar,
- 392 etc.
- 393 • Maintain "alias" email addresses for each Board of Director position (i.e.,
- 394 webmaster@issa-ne.org, training@issa-ne.org, etc.).

395 **Certification Director (Appointed)**

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

404

405 Monthly

- 406 • No action required

407 Bi-Monthly

- 408 • Attend Board meeting
- 409 • Ensure hardcopy CPE receipts are available at Chapter Events.

- 410 • Ensure materials on different certification programs are available at the Chapter
- 411 meetings
- 412 • Ensure certification training and testing schedules are published in newsletter and on
- 413 website

414 Annually

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

418 As Required

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

423 **Employment Director (Appointed)**

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

427

428 Monthly

- 429 • No action required

430 Bi-Monthly

- 431 • Attend Board meeting

432 Annually

- 433 • No action required

434 As Required

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

442 **Education and Seminars Director (Appointed)**

443 The Education and Seminars Director shall coordinate activities pertaining to the Education
444 meetings – held in alternate months to chapter meetings - and any extended security seminars
445 being hosted by the Chapter. The Director should be familiar with the results of the membership
446 survey and attempt to obtain speakers that fulfill the education needs of the Chapter members. The
447 Director will establish and solicit members for an extended seminar committee if necessary, and
448 the Director will chair this committee. The Director also has the responsibility to insure that the
449 Education meetings run smoothly from a logistics view point.

450

451 Monthly

- 452 • No action required

453 Bi-Monthly

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

465 Annually

- 466 • No action required

467 As Required

- 468 • Recruit prospective members, and assist members regarding Chapter activities and
469 business

470

471 **Chapter Mentor Director (Appointed)**

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

474

475 Monthly

- 476 • No action required

477 Bi-Monthly

- 478 • Attend Board meeting

479 Annually

- 480 • No action required

481 As Required

- 482 • Work with the new chapter to
 - 483 ○ Research and document the local InfoSec environment
 - 484 ○ Document the condition of the organization and its short term and long term (if
485 possible) requirements
 - 486 ○ Prepare a plan of action
- 487 • Work with the ISSA-NE chapter to
 - 488 ○ Provide information on the environment, and organization profile of the new
489 chapter
 - 490 ○ Communicate long term and short term needs of the new chapter
 - 491 ○ Identify and secure resources that may assist the new chapter
 - 492 ○ Communicate with ISSA International on behalf of the ISSA-NE chapter regarding
493 needs, issues and success points of the program
- 494 • Work with ISSA International
 - 495 ○ To help develop the structure for the chapter mentor program by providing
496 examples of the materials, interviews and processes used
 - 497 ○ Help develop parameters for indicating and measuring success (what environment,
498 what profile, how long should it take (when is mentoring over), etc.

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- 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.

512 **Newsletter Director (Appointed)**

513 The Newsletter Director is responsible for the quarterly publication of the Chapter newsletter. The
514 Director will establish and solicit members for a newsletter staff if necessary, and the Director will
515 coordinate the job functions of the newsletter staff.

516

517 **Monthly**

- 518
- No action required

519 **Bi-Monthly**

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- 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

528 **Annually**

- 529
- Establishing and communicating to the Board and Chapter members a bimonthly schedule for article submission, article topics and newsletter publication

530

531 **As Required**

- 532
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- 535
- 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

536 **Associate to the Board (Appointed)**

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

540

541 **Monthly**

- 542
- No action required

543 Bi-Monthly

- 544 • Attend Board meeting
545 • Responsible for hospitality at the general meetings such as, greetings at the door,
546 registering meeting attendees, handing out name tags and door prize tickets, as
547 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
552 business
553 • 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,
556 covering duties that are not otherwise assigned and assisting as needed. Past Presidents serve in a
557 strictly voluntary capacity to advise and assist the Chapter.
558

559 Monthly

- 560 • No action required

561 Bi-Monthly

- 562 • Attend Board meeting, if desired

563 Annually

- 564 • No action required

565 As Required

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