

Board Officers & Directors Roles & Responsibilities





Mission

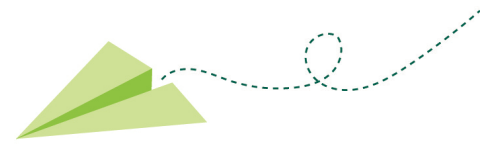
Provide members and other security professionals with the opportunity to share knowledge, grow professionally, raise security awareness and advance information in local communities around the world.



Our Objectives

Connect	Educate	Inspire	Secure
Professional Networking	Industry Expert Presentations	Mentor Students	Teaching others to be Safe Online (children & seniors)
Career Development	Study Groups	Special Interest Groups	
Job Connections	Seminars/Workshops	Cybersecurity Awareness	Form Partnerships with Public & Private Sector
Knowledge Exchange	Curriculum Development	Advocacy for the Profession	Collaborate on Cybersecurity Awareness Projects
Joint Opportunities	Continuing Professional Education (CPE's)	Leadership Development	
Social Outings		Professional Development	
Fellowship		Fundraising (Scholarships)	





Officer Roles





President

- » Chief Executive Officer of the chapter
- » Subject to the control of the directors
- » Have general charge and supervision of the affairs of the corporation.
- » Shall preside at all meetings of the members
- » Shall be chairman of the Board of Directors.
- » The president shall have the obligation to report to the membership in writing [at least quarterly] regarding the activities of the corporation during that quarter.
- » The president shall not hold an executive officer position with any other competing security professional association.
- » Attend chapter events on a regular basis (80%-100)
- » Attend Board meetings on a regular basis (90%-100%)



(ISC)2 Best Practice Guidelines

- Represents the Chapter
- Signs any legal documents,
- Presides at meeting
- Speaks for the organization
- Prepare agenda with Secretary
- Other duties assigned by the Bylaws.



Executive Vice President

- » An executive officer of the corporation
- » Subject to the control of the directors,
- » Shall have general charge and supervision of the affairs of the corporation in the absence of the president.
- » Shall preside at all meetings of the members and shall be chairman of the Board of Directors in the absence of the president.
- » Shall have the obligation to ensure an executive report is published to the membership in writing [at least quarterly] regarding the activities of the corporation during that quarter.
- » The EVP shall not hold an executive officer position with any other competing security professional association.
- » Attend chapter events on a regular basis (75%-100)
- » Attend Board meetings on a regular basis (90%-100%)





Treasurer

- » “Vice President-Finance”, the chief financial officer
- » chief accounting officer of the corporation
- » shall receive all money,
- » keep amount of the same
- » on approval of the Board of Directors make all proper disbursements.
- » The treasurer’s accounts shall be audited annually by an audit committee elected annually by a majority of the members at the annual meeting of the corporation.
- » Attend chapter events on a regular basis (50%-75%)
- » Attend Board meetings on a regular basis (75%-100%)





Treasurer – ISC2 Guidelines

- » Receiving and depositing dues in the club's bank account.
- » Giving Members receipts for their dues.
- » Paying the bills that the club has voted to pay (by writing checks or following whatever other process the organization has set up to pay bills).
- » Giving a report at the meetings.
- » Keeping records that will allow a committee to audit the books at the end of the fiscal year. For example, the treasurer should record which Members have paid their dues and when bills are paid (and the check number of the payment).
- » Balancing and reconciling the checking account.





Secretary

- » Vice President-Corporate Communication
- » will have possession of the records of the corporation and of the Board of Directors.
- » shall keep minutes of all meetings
- » be responsible for giving notice of meetings as set forth under these Bylaws.
- » The secretary shall oversee all correspondence of the corporation and have such other duties, as the president deems appropriate.
- » Attend chapter events on a regular basis (75%-100)
- » Attend Board meetings on a regular basis (90%-100%)





Secretary – ISC2 Guidelines

- » Keeping all the records of the organization (including committee reports) on file and keeping an up-to-date list of all the Members.
- » Notifying Members of their election to office or appointment to committees and furnishing them with the proper documents.
- » Notifying Members of election or of appointment as a delegate at a convention and furnishing them with credentials.
- » Signing all the minutes and other certified acts of the organization, unless the Bylaws specify differently.
- » Maintaining the official documents of the organization, including the Bylaws, rules of order, standing rules correspondence, and minutes. The secretary keeps the Bylaws and other governing documents up-to-date with any changes made through the amendment process.
- » Mailing Members a notice for each forthcoming meeting.
- » Taking minutes at all business and board meetings, handling the correspondence, and preparing the agenda for the meetings (unless the president prefers to do this).
- » The secretary must know how to call a meeting to order if the president and vice president are absent and know how to preside until the assembly elects a temporary chairman.
- » Bringing to each meeting the minutes book, Bylaws, rules, membership list, a list of committees and their membership, the agenda, records, ballots, and any other necessary supplies.
- » Attend chapter events on a regular basis (50%-75%)
- » Attend Board meetings on a regular basis (75%-100%)





Membership Chair

- » “Vice President-Membership”
- » will assume all duties relating to membership and membership record keeping.
- » the responsibility of communicating with all candidates for corporate membership and nominees for election to an officer or director position.
- » Attend chapter events on a regular basis (50%-75%)
- » Attend Board meetings on a regular basis (75%-100%)

ISC2 Guidelines

- Promote membership of the organization
- Maintain the active membership list
- Other duties as assigned in the Bylaws





Sponsorship Director - Help us get sponsors and \$\$\$

- » Collaborate with industry vendors to gain financial support for the chapter
- » Keep track of sponsorships in provided spreadsheet
- » Reach out to potential new sponsors
- » Collaborate with current ones for updates
- » Maintain communication through email and Slack
- » Coordinate with Treasurer to send invoices
 - Need name, email, title, which products
- » Work with board to update sponsorship prospectus each year
- » Attend chapter events on a regular basis (50%-75%)
- » Attend Board meetings on a regular basis (75%-100%)





» Education & Outreach Director

- Collaborate with external training orgs
- Create at least 1 training event for chapter per year
- Organize training event logistics with Chapter officers
- Partner with Center for Cyber Safety and Education for volunteer opportunities
- Attend chapter events on a regular basis (50%-75%)
- Attend Board meetings on a regular basis (75%-100%)

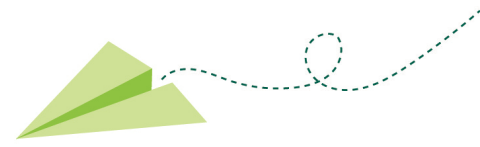




» Communications Director

- Be the messenger for the chapter
- Eventbrite: Create the monthly events
 - Information provided by Chapter Board
- Mailchimp: Email distribution of news, events etc to membership
 - Work with the system to align with JoinIt (already done)
 - Mail out reminders to membership & mailing lists as determined by meeting schedule
- Support the active use of Social Media to promote chapter
 - Events, fundraising, news, Twitter, Facebook, LinkedIn
- Discover new ways to communicate to membership
- Attend chapter events on a regular basis (50%-75%)
- Attend Board meetings on a regular basis (75%-100%)





Meeting Tasks





> **4 Weeks before the event**

» Coordinate speaker

- Need bio, headshot and presentation abstract
- Entire Presentation is a plus before the meeting!

» Coordinate space for event / virtual

- UCF, Valencia, Full Sail
- Virtual

» Determine restaurant to order food





3 weeks before

- » Create EventBrite / Meeting Announcement
 - \$10 charge for everyone
- » Send out meeting invite to Active Members with the Promo code
 - Promo code => SHA-1 generated from Event name – use the first 6 characters with ISC2CFL-xxxxxx





2 weeks before event

- » Email active members (with Promo code)
- » Email Non Active Members
- » Ask ISSA Communications Director to send to meeting announcement to their mailing list

1 week before event

- » Email all chapter members – reminder
 - Provide Promo code for Active Members
- » Order food for event





24 hours before event

» Print nametags

- Evening events, print after 12pm
- Breakfast Briefs – The night before

» Verify food order – headcount





At the event

- » Arrive 30 minute to 1 hour before event
- » Setup registration table
 - Tablecloth, name tags
 - Small banner
- » Setup large banner
- » Setup laptop for presentations
- » All officers greet members





Post Event

- » All officers enlist members to help clean up
- » Remove all trash, or to main trash area
- » Leave it cleaner than we found it
- » Send email to members who couldn't attend – let them know of the next meeting
- » Send survey to those who attended
- » Send promo code for next event to those guests who attended (1 time only) – need to track that
- » Upload presentation to Documents folder on website
 - Speaker & President's slide decks – PDF

