



ISSA North Texas Chapter Elections

It's time for you to make a difference by becoming an
ISSA North Texas Board Member!

ISSA Chapter Board Member Benefits:

- Eligible to earn Group B CPE credits for administrative services performed ¹
- Vast networking opportunities
- Demonstrates Leadership and Professionalism
- Make a difference in the Information Security profession

Term of Office

The term of office is a period of one calendar year starting January 1 for all offices.

Eligibility to Hold Office

- You must be a full-time, non-student, member of ISSA and the North Texas Chapter in good standing
- Your membership must remain current and active for the duration of your term.
- You must attend a minimum 75% of the monthly meetings.
- You should attend a minimum of 50% of monthly officer meetings.
- You must be willing to serve for the entire calendar year.
- Terms of office for the President and Treasurer are limited to 3 consecutive years in the combined roles of either President or Treasurer. Terms of office are unlimited for the remaining offices.

Failure to comply could result in being removed from office.

Nomination Process:

- Review the officer roles defined for the coming year.
- Select the role best fitting your or another member's skill set. (you must pick a position)
- Complete the Nomination Form and send it to the Ballot Committee (elections@northtexas.issa.org) by the required nomination due date.
- Accepted nominations will be posted on the ISSA North Texas web site. New nominees will also be announced by email.

¹ "Chapter officers are eligible to earn Group B credits for the administrative services they render by arranging and managing chapter meetings. One CPE credit is earned per hour of the meeting scheduled and executed. This Group B CPE activity should be claimed under the category of "Information Systems Security Professional Association Chapter Meeting." - (ISC)² CPE Policies & Guidelines (rev 6.Aug 27, 2013)



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Elections:

Elections will take place online by electronic ballot. You will receive an email providing your personal invitation to vote online by the election due date. Some roles may not be filled if the board and election committee feel there is not a good match in background / commitment of nominees and the position requirements

Officer Transition Process:

Current Officers' duties will be handed off to the newly elected officers during the months of November/December. Former officers are encouraged to help new board member with their roles.



2018 Board Member Roles & Responsibilities

There are 15 board positions defined for 2017:

- President
- Vice President
- Treasurer
- Deputy Treasurer
- Secretary
- Membership Director
- Events Director
- Deputy Events Director
- Marketing Director
- Deputy Marketing Director
- Web Director
- Deputy Web Director
- Programs Director
- College Sub-Chapter Director
- Hospitality Director

These roles are defined below:

President

- Facilitate and lead monthly meetings.
- Coordinate board member meetings.
- Interface to the national board and other chapters.
- Participate in quarterly conference calls with national board.
- Required Hours per Month: 6-8

Vice President

- Serve in the absence of the President.
- Facilitate and lead the monthly officer meetings.
- Review and help update the chapter's current Bylaws.
- Required Hours per Month: 6-8

Treasurer

- Manage the overall budget.
- Send invoice, update the board on payments.
- Process the payments and receipts for the meetings and other functions.
- Understand how to deal with financial activities for a non-profit organization.
- Required Hours per Month: 6-8

Deputy Treasurer

- Assist the Treasurer with all tasks.
- Send invoice, update the board on payments.
- Should be able to serve as the Treasurer in their absence.
- Required Hours per Month: 6-8

2018 Board Member Roles & Responsibilities

Secretary

- Coordinate monthly meeting feedback surveys.
- Manage the agreement with the web hosting company.
- Records board meeting details and maintains records.
- Coordinate annual election process.
- Coordinates Newsletter.
- Required Hours per Month: 6-7

Membership Director

- Protect the confidentiality of membership information used and distributed by the chapter.
- Answer membership questions from prospective members.
- Monitor membership statistics for new members, renewals, and expirations.
- Validate candidate status prior to election nominations and member voting status at annual elections.
- Welcome new members to the chapter.
- Submit monthly CPE CISSP report to ISC2
- Required Hours per Month: 5-7

Hospitality Director

- Organize registration and check-in for all events.
- Print name badges for all events
- Coordinate with Events Director and Treasurer
- Required Hours per Month: 4-6

Events Director

- 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 schedule for guest speakers.
- Required Hours per Month: 6-8

2018 Board Member Roles & Responsibilities

Deputy Events Director

- Assist Events Director with all tasks.
- Share year equally with Events Director in finding speakers and sponsors.
- Should be able to serve as the Events Director in their absence.
- Required Hours per Month: 6-8

Marketing Director

- Design and implement marketing plans and strategies for the organization that facilitate membership growth.
- Develop social media and web marketing strategy in order to promote the organization and increase quality of services to existing members.
- Develop public brand and image through the development of promotional materials.
- Required Hours per Month: 6-8

Deputy Marketing Director

- Assist Marketing Director in all of their duties
- Required Hours per Month: 6-8

Web Director

- Post all upcoming meetings on website.
- Keep website up-to-date with upcoming security seminars, security or chapter news items, and more.
- Identify needed improvements to website and arrange for development to implement improvements.
- Maintain chapter e-mail accounts.
- Required Hours per Month: 8-10

Deputy Web Director

- Assist Web Director with all tasks.
- Share year equally with Web Director in maintaining web site and our social network sites.
- Should be able to serve as the Web Director in their absence.
- Coordinates efforts with the video volunteers
- Required Hours per Month: 8-10



2018 Board Member Roles & Responsibilities

Program Director

- Oversees educational activities and events to support the chapter business plan that focuses on education institutions, chapter relations, and community.
- Coordinates educational activities pertaining to study groups, conferences, and other seminars being hosted by the local chapter.
- Coordinates support for conferences we attend.
- Proposes and manages budget pertaining to planned activities.
- Ensures related activity information is published in newsletter and website.
- Required Hours per Month: 8-10

College Sub-Chapter Director

- Grow chapter membership by including more college students.
- Act as liaison between the parent chapter and the college sub-chapters.
- Continue to mature existing college sub-chapters.
- Start new college sub-chapters.
- Solicit ISSA members to present at college sub-chapter meetings.
- Document policies and procedures for the college sub-chapter program.
- Coordinates with volunteers for individual colleges, universities, and high schools
- Required Hours per Month: 6-8

Social Media Director

- Research and develop expertise in the use of social media appropriate for NTXISSA.
- Support strategic alliance with other Directors for preparation and use of social media.
- Keep ISSA NT's Facebook, LinkedIn, and Twitter accounts up-to-date, including posting job openings and events. Coordinate social media volunteers.
- Required Hours per Month: 8-10

Digital Media Director

- Coordinate backup resources and recruit volunteers for the Digital Media activities.
- Acquire, transport, setup, use, maintain, and store A/V equipment for events.
- Complete A/V file editing and publishing in coordination with Social Media Director.
- Support strategic alliance with other Directors for preparation and use of digital content.
- Required Hours per Month: 8-10