

2021 North Texas ISSA Board Member Roles

Upcoming: 2021 Election



North Texas Information Systems Security Association

Board Member Elections

- President
- Vice president
- Treasurer
- Secretary
- Marketing Director
- Events Director
- Programs Director
- Membership Director
- Social Media Director
- Web Director
- College Chapter Director
- WIS Director
- Conference Director
- Deputy at Large - 10+



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.
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President

NORTH TEXAS ISSA PRESIDENT DUTIES

Set the vision for the chapter

Set the mission

Set the goals and targets for the chapter and conference

Set up partnerships to enhance the chapter and experience for membership

Liaison with ISSA International on behalf of the North Texas chapter and lobby for chapter support

Budgetary review with Treasury and Vice President at least twice annually

Mailbox - key-holder, check regularly, update ownership, access list, manage keys

Authorize membership upgrade requests

Approve large purchases - with Board approval

Authorize additions to the Board outside of elections - with Board approval

Manage Board member engagement. Actively recruit for replacement of Board members who resign

"Create and manage event platform/tools (GoogleDocs, Slack, Constant Contact, Zoom, CE21 and/or Maggiano's) contract details to ensure appropriate contract coverage - time period, number of concurrent users, payment terms, etc."

Review speaker content/slides prior to every meeting event and L&L

- Ensure a facilitator is available for each meeting to provide a positive member experience
- Have the bio for the speaker
- Have a list of any future events to bring up
- Ensure script is complete for event
- Manage list of board members/volunteers of who will be attending

Coordinate with Membership Director to highlight the value of ISSA membership and increase chapter membership

Conduct/execute Board member annual nominations and elections to provide continuous oversight of the NTX chapter

Serve at the annual conference

Responsible for (including Delegation to Deputy at Large) AV Media responsibilities if in 2021, we return to in-person events

Vice President

NORTH TEXAS ISSA VICE PRESIDENT DUTIES

Back up the president in the event of his / her absence.

Oversee chapter strategic operations execution

Review and optimize chapter effectiveness

Review programs to enhance the chapter and experience for membership

Review budget with Treasury Director at least 3 times annually

Lead monthly board meeting(s)

Create monthly meeting agenda (see Google docs template). w/ Admin Director

Manage/Delegate: Preparation of NTX ISSA meeting slide set prior to every meeting event to highlight upcoming events and summarize past prize winners, etc.

Review speaker content/slides prior to every meeting event and L&L.

Serve at the annual conference

Secretary Director

NORTH TEXAS ISSA SECRETARY/ADMIN DUTIES

Create and manage event registration links (Zoom, Constant Contact, CE21)

Communicate the registration link for each event to the Web Director for website posting

Board Documents -> Board Contact List management and updates

Monthly Meeting Minutes incl. meeting attendance

Backup to the Vice President when absent

Review monthly meeting agenda (see Google docs template) w/ VP

- This agenda will include the named facilitator for the upcoming monthly meeting event.

Annual Election:

- Est. Date

- Est. nomination dates

- Set-up meeting to review election roles, rules, times, and platform for the chapter annual election

Serve at the annual conference

Treasurer

NORTH TEXAS ISSA TREASURER DUTIES

All of the items below apply to the Treasurer and Deputy Treasurer.

Mailbox - check regularly

- Keys

- Payment

Update Google Drive Financial Budget Spreadsheet

Capture Receipts

Expense Reimbursement Execution

PayPal

- Accounts for iPad login for taking payment

- Login to administer / monitor

- Move money from PayPal to the bank monthly

Communicate financial state to the board

Invoices to sponsors

Follow-ups

Taxes

Bank of America

- Move money between accounts

- Validate all transactions

- Approve large purchases - with Board approval, in President's absence

Serve at the annual conference

2021 North Texas ISSA Board Roles

Membership Director

NORTH TEXAS ISSA MEMBERSHIP DUTIES

Manage CPE continuing professional education awards for members at all events - monthly meetings, WIS-SIG, student, conference, Board time served

- if the meeting is in person, obtain and update a copy of the chapter CPE certificate and bring several copies to members to be provided at the close of the meeting
- if the meeting is online, obtain a list of members who attended the required 50 minutes per hour and provide a certificate of attendance to those members

Ensure membership contact details are current so that members will receive chapter communications

- download the NTX chapter membership list from ISSA International monthly
- upload the NTX chapter membership contact details into the communication platform (Constant Contact, Zoom)

Welcome new members to the chapter

Remind members to renew their chapter membership

Create and manage event communications to membership (Constant Contact, Zoom, CE21)

Manage event registration (Zoom, Constant Contact, CE21) for members

Help with event check-in and make an effort to personally welcome ISSA members and promote opportunities to thank them for their membership

Ensure door prizes are available for membership at each event"

- coordinate with the Events Director on available sponsor door prizes to be awarded by the sponsor
- obtain NTX chapter door prizes (Amazon gift cards)
- distribute door prizes to every ISSA membership prize winner

Maintain official membership count

Serve at the annual conference

Marketing Director

NORTH TEXAS ISSA MARKETING DIRECTOR DUTIES

Acquire new sponsorships

Help set chapter / event finance and sponsor goals w/ President and Vice President

Be the face and leading interface for chapter sponsor relationships in coordination with the Events Director

Work with the Events Director to communicate event details to other board members:

- to events director for coordination of sponsors and sponsor prizes
- to membership director for direct email announcement of events to NTX ISSA members
- to web director for posting of event registration on the NTX ISSA website
- to social media director for event posting on Facebook, Twitter, etc.
- to the Secretary communicate the registration links

Manage existing sponsorship relationships

Lead campaigns to meet or increase funding from sponsors to meet goals

Create, Communicate & Manage sponsor "Thank you" plan for L&L, events, panels, advisory board and conference

Serve at the annual conference

Have a vested interest in obtaining visual and audio content for web/mobile consumption

Web Director

NORTH TEXAS ISSA WEB DIRECTOR DUTIES

Manage the feedback/survey website. Collect/capture and communicate meeting survey feedback to the Board"

Serve as SME and Lead for the chapter website administration and integrations

Update the chapter site content with L&L, Conferences, and special event detail

Manage web platform technology, security, local and national content

Have a vested interest in obtaining visual and audio content for web/mobile consumption

Make technology update recommendations and implementation plans

Have a vested interest in obtaining visual and audio content for web/mobile consumption

Shall maintain and manage the email distribution lists for the board.

Serve at the annual conference

Events Director

NORTH TEXAS ISSA EVENTS DIRECTOR DUTIES

Work with Marketing Director to achieve chapter marketing and sponsorship goals

Manage monthly event details by collecting and distributing sponsor event details including:

- any sponsor prizes offered to our membership (communicate to the Membership Director)
- sponsor name
- sponsor logo
- speaker name and bio
- topic and picture

Coordinate meeting location (Zoom/Maggiano's)

- Make Maggiano's reservation and select menu for in person meetings
- Zoom, Constant Contact: ensure sponsor and special guest speaker and panelists' proper email are provided to board members for panelist invitations

Communicate ALL event details collected above to board members and accountable for their completion:

- to the membership director for direct email announcements to members
- to the social media director for posting of pictures, images, etc. announcing the event on social media platforms
- to the secretary, for the registration links
- to the webmaster for website posting of the event registration

Have a vested interest in obtaining visual and audio content for web/mobile consumption

Direct the efforts of the Events Deputies who are assigned duties to support events

Backup Programs / Marketing Directors

Serve at the annual conference

Programs Director

NORTH TEXAS ISSA PROGRAMS DIRECTOR DUTIES

Recruit NTX Board and other professional members to serve in shifts at external conference events to increase chapter membership

Solicit and obtain prospective member contacts from these external conference events and upload the contact details into Constant Contact to increase communication and recruit new members to the chapter

Communicate external event information (free attendance codes for members, etc.) to be included in email blasts, social media and NTX website to NTX membership prior to each external event

Obtain ISSA branded trinkets to hand out to prospective members at in person events

Board Documents -> 2021 Events Calendar

Serve at the annual conference

Serve as leader and coordinator of the chapter ecosystem events with partners incl. volunteerism, speaking opportunities, and local conferences.

Serve as liaison and program manager for these endeavors between partners and the chapter board

Social Media Director

NORTH TEXAS ISSA SOCIAL MEDIA DIRECTOR DUTIES

Serve at the annual conference

Lead and execute annual and tactical social media mission

- campaigns to drive participation
- campaigns to increase chapter membership
- create and increase event awareness
- communicate events, awards, rewards, activities, and news
- foster web community interaction

Work with Marketing Director to achieve chapter marketing and social media goals

Have a vested interest in obtaining visual and audio content for web/mobile consumption

Women in Security SIG Director

NORTH TEXAS ISSA WOMEN IN SECURITY DIRECTOR DUTIES

Plan and conduct WIS-SIG events throughout the year to recruit women into Cybersecurity and NTX ISSA membership

Coordinate with corresponding board members for event execution - membership, events, secretary, marketing and web directors

Serve at the annual conference

Serve as the leader of the NTXISSA Women Sub-chapter

Cultivate healthy relationships with the local WIS-SIG members and partners

Serve as liaison between the chapter and the WIS-SIG ecosystem and events.

Have a vested interest in obtaining visual and audio content for web/mobile consumption to promote the SIG

Solicit and obtain prospective member contacts from these external conference events and upload the contact details into Constant Contact to increase communication and recruit new members to the chapter

College Sub-Chapter Director

NORTH TEXAS ISSA COLLEGE Sub-Chapter SIG DIRECTOR DUTIES

Plan and conduct specialized events throughout the year to recruit students into Cybersecurity and NTX ISSA membership

Coordinate with corresponding board members for event execution - membership, events, secretary, marketing and web directors

Serve at the annual conference

Serve as the leader of the NTXISSA College Sub-chapter

Cultivate healthy relationships with the local college SIG affiliates and student leadership

Serve as liaison between the chapter and the college community and events.

Have a vested interest in obtaining visual and audio content for web/mobile consumption to promote the SIG

Solicit and obtain prospective member contacts from these external conference events and upload the contact details into Constant Contact to increase communication and recruit new members to the chapter

Conference Director

NORTH TEXAS ISSA CONFERENCE DIRECTOR DUTIES

Lead the chapter as Program Manager for the Annual Conference funded and coordinated by the chapter
Report conference planning progress to Board
Create and project manage the conference tasks tracker
Serve at the annual conference
Serve as the liaison between the Chapter and conference platform vendor
Utilize great communication skills and high interest in conference success and content.
Establish relationships with special guests and hands-on providers ensuring they are available for the conference.
Have a vested interest in obtaining visual and audio content for web/mobile consumption to promote the conference
This is a role require a lot of time and energy commitments throughout the year, thus this leader needs to start planning in January

Events Deputies

(Multiple Roles are appointed and are not general election candidates. Please describe how you would contribute or align with or assist an elected director listed above.)

NORTH TEXAS ISSA EVENTS DEPUTIES DUTIES

Backup or Coordinate with President/Vice President at L&L virtual and in-person hosting
Support SIG events in the same capacity
Aid Membership Director with invitations and encouraging membership registration.
Have enough volunteers for check-in to support every chapter event - meetings, conferences, etc.
Assign tasks to volunteers and send responsibility script to each volunteer
For an in person monthly meeting at 11:30am, ensure in person attendance by 10:30am to setup including the following:

- Bring tickets for drawing
- Bring printouts of registration list incase
- Bring name badges
- Bring Paypal dongles

Can include an aspect of the following: assisting in social media, audio video, financial planning, programs, outreach, membership, SIG, events, web, or other board activities.
Serve at the annual conference
Have a vested interest in obtaining visual and audio content for web/mobile consumption
Accountable for (including Delegation to Deputy at Large) AV Media responsibilities if in 2021, we return to in-person events