

## Position Title: Vice President of Training and Education

### References:

The authority of this position is granted by the bylaws of ISSA-COS. Full excerpts of these references can be found in Attachment A.

1. ISSA-COS Bylaws: ARTICLE 4, SECTION 1.
2. ISSA-COS Bylaws: ARTICLE 4, SECTION 5.
3. ISSA-COS Bylaws: ARTICLE 6, SECTION 7.

### Position Description:

The Vice President of Training will be responsible for directing all chapter training and education activities. This includes coordinating training and education issues with the ISSA International office, briefing the chapter on training and education status/issues, and by providing direction and advice to the Training Committee ensuring that members of the chapter are being provided training and education opportunities. They shall also provide liaison with higher educational institutions within the State of Colorado for the Chapter.

### Responsibilities:

#### General

- Organize, schedule, and conduct Training Committee meetings
- Attend Board Meetings
- Chair Chapter Training Committee
- Arrange speakers for Mini-Seminars and other educational events
- Solicit biography and presentation materials from speakers
- Determine facility requirements and reserve facilities for Mini-Seminars and other educational events
- Arrange for food, snacks (as applicable) for Mini-Seminars and other educational meetings
- Coordinate website content with Webmaster (e.g., meeting agenda, location, date/time, etc.)
- Provide inputs to monthly chapter newsletter

#### Committee(s) Overseen

- Training Committee
  - CISSP Seminar
  - Security+ Seminar
  - Mini-Seminars

#### Routine Events/Activities/Projects

- Write article for monthly newsletter
- Attend Chapter Board Meetings
- Review Chapter Board Meeting minutes
- Respond to membership and board emails

#### Other

- Liaise with community training partners (e.g., colleges, training vendors, other organizations, etc.) as appropriate
- Recommend new sub-committees to the board for review and approval
- Monitor membership training needs to determine additional or different certification training seminars or study groups

#### Requirements:

##### Background and Skills

- Excellent communications skills (verbal and written)
- Excellent organization skills
- Proficient with word processing, spreadsheet, slide/presentation, and other applications
- Hold one or more cybersecurity certifications (Security+ and/or CISSP preferred)
- Have public speaking and/or instructional experience
- Volunteer experience in a leadership capacity preferred
- Experience leading/conducting meetings
- Experience managing multiple programs or events

## Attachment A: Vice President of Training and Education Bylaws

ISSA-COS Bylaws: ARTICLE 4, SECTION 1. The officers of the Chapter must be General Members in good standing as of the date of their election. These officers shall be President, Executive Vice President, Chapter Vice President, Vice President for Education and Training, Recorder, Communications Officer, Treasurer, Four (4) Members-at-Large, Vice President of Membership, and Director of Professional Outreach. These officers shall constitute the Board of Directors. The President shall act as Chairperson thereof.

ISSA-COS Bylaws: ARTICLE 4, SECTION 5. The Vice President for Training and Education shall be the chapter's lead representative for educating and training the chapter's members. They shall also provide liaison with higher educational institutions within the State of Colorado for the Chapter.

## Election Policies

ISSA-COS Bylaws: ARTICLE 6, SECTION 7. The term of office shall consist of two years commencing at the conclusion of the December Meeting. The elections of the President, Vice President of Training and Education, two Members-At- Large, and the Recorder shall alternate with the elections of the Executive Vice President, Chapter Vice President, two Members-At-Large, and Communications Officer. The elections shall be for two year terms. The President, Vice President of Training and Education, two Members-At-Large, and Recorder positions shall be up for election in 2014 and every two (2) years thereafter. The other board positions shall be up for election in 2015 and every two (2) years thereafter