

## Position Title: Certification Director

### References

The authority of this position is granted by the bylaws of ISSA-COS. A full excerpt can be found in the ISSA-COS Bylaws under ARTICLE 4; SECTION 1, 12, AND 13.

### Position Description

As stated in SECTION 12 of the by-laws: The Director of Certification shall collect and maintain sufficient certification information of chapter members and provide certification demographics to the Board. The Director of Certification shall also approve continuing education credits for chapter meetings, training seminars, and any other events deemed necessary. Additionally, the Director of Certification shall be responsible for assisting members, as requested, with certification questions either directly or with assistance from other members.

Also, as stated in SECTION 13 of the by-laws: Deputies will not be elected, but shall be appointed, as necessary, by the principle. Deputies will be authorized to act on behalf of the principle during the principle's absence.

### Responsibilities

The Director of Certification shall assist Chapter members in the area of professional certification. The main emphasis will be placed on the CISSP (Certified Information System Security Professional) and the Security+ certification. Other certifications that may apply include the ISSAP (Information System Security Architecture Professional), ISSEP (Information System Security Engineering Professional), CGEIT (Certified in the Governance of Enterprise IT), CRISC (Certified in Risk and Information Systems Control), C|EH (Certified Ethical Hacker), C|NDA (Certified Network Defense Architect), C|CISO (Certified Chief Information Security Officer), ITIL® Foundation v3 (Information Technology Infrastructure Library), CISA (Certified Information Systems Auditor), or CISM (Certified Information Security Manager (Information Systems Audit and Control Association)). It is the duty of this Director to bring together the necessary information on the certification processes into one common place. The Director will provide that information to the Chapter membership in a timely fashion. If a member has a question about any aspect of certification, this Director is the Chapter focal point.

### General Duties

- Attend Board meeting
- Collect information on all certified individuals attending each Chapter meeting.
- Provide instructions on how to submit their CPE's for accreditation to the appropriate authority
- Ensure hard copies of the CPE/attendance forms are available at Chapter Events.

- Ensure materials on different certification programs are available at the Chapter meetings.
- Ensure certification training and testing schedules are published in newsletter and on website Annually. Promote discount certification testing/training opportunities
- Prepare a summary report of certified members in terms of what certifications and how many members are certified
- Support Chapter certification training and testing information
- Help recruit prospective members, and assist members regarding Chapter activities and Business

## Requirements

The Certification Director shall be well-organized to ensure all tasks are completed in a timely manner; knowledgeable about the Colorado Springs Chapter; an excellent communicator (verbal and written); and proficient with basic office applications, e.g. Word, PowerPoint, Excel, etc.

### Background and Skills

- Possess multiples cyber certifications. Examples: three or more CompTIA certifications; or two or more (ISC)2 certifications.
- Have more than five years' cybersecurity experience
- Either the Certification Director or the Deputy Certification Director shall be supporting the DoD in the area of cybersecurity
- Have a minimum of three years' membership with ISSA

## Election Policies

The Certification Director position is considered one of the other board positions; and therefore, shall be up for election in 2015 and every two (2) years thereafter. The Deputy Certification Director is appointed.

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